

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Alexandra Olson	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist GS-13
<b>AAship/Region and Division:</b> Region 6, Office of Comm, Tribes & Env. Assessment	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-8506	<b>Employee's Work E-mail Address:</b> olson.alexandra@epa.gov
<b>First-line Supervisor:</b> Gerardo Acosta	<b>First-line Supervisor's Work Phone:</b> 214-665-8042
<b>Proposed Start Date:</b> 3/14/22	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> n/a
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">ALEXANDRA OLSON</div> <div style="font-size: 0.8em;">           Digitally signed by ALEXANDRA OLSON            DN: c=US, o=U.S. Government, ou=Environmental Protection            Agency, cn=ALEXANDRA OLSON,            0.9.2342.19200300.100.1.1=68001003145700            Date: 2022.03.15 13:53:42 -0500         </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/31/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

## Ex. 6 Personal Privacy (PP)

2. All work tasks can be completed remotely.
3. Able to make grant negotiation calls with external stakeholders more efficiently remotely by able to having two screens present—being able to have the budget, comments, and work plan displayed at once. At the office, received a complaint about taking the long calls at my desk, so I would take them in huddle rooms, but I wouldn't have my second screen present in the huddle rooms with made the negotiations more challenging including for the external stakeholder
4. Half of my job is a program in which I am the only person in the region (Environmental Education) so all my meetings for that program (with internal partners and external) are virtual already
5. Working remotely allows better focus without distraction from office noise at responding to environmental justice concerns, reviewing grant applications, and completing other job duties


Approval/Disapproval (attach documentation):


☐ Approved  
☐ Disapproved (cite reason(s) below)

**Employee's Signature:** ALEXANDRA OLSON  
Digitally signed by ALEXANDRA OLSON  
DN: cn=ALEXANDRA OLSON, o=U.S. Government, email=AOLSON@icma.com  
Protective Agency: AOLSON@icma.com  
OU:ICMA, c=US, postalCode=98067, serialNumber=1, telephoneNumber=2064371300  
Date: 2022.02.16 10:17:34 -0800

**Employee's Signature:** ALEXANDRA OLSON  
Digitally signed by ALEXANDRA OLSON  
DN: cn=ALEXANDRA OLSON, o=U.S. Government, email=AOLSON@icma.com  
Protective Agency: AOLSON@icma.com  
OU:ICMA, c=US, postalCode=98067, serialNumber=1, telephoneNumber=2064371000  
Date: 2022.02.16 10:17:34 -08'00'

Date: 2/14/2022

Supervisor's Signature:  Digitally signed by 02560020 0212010,  
DN: cn=02560020, o=CA, email=02560020@ca.com, postalCode=95030,  
c=US  
DN: cn=02560020, o=CA, email=02560020@ca.com, postalCode=95030,  
c=US  
Date: 2012.02.01 17:53:07-0800

Supervisor's Signature:  Digitally signed by: 02560020 0212010,  
DN: cn=02560020, o=CA, Email=02560020, ou=San Francisco  
Prosecution Agency, cn=02560020 0212010,  
o=02560020, ou=02560020 0212010, cn=02560020 0212010  
Date: 2012.02.01 17:53:07-0800

Date: 3/15/2022

AA/RA (or designee) Signature: \_\_\_\_\_

Date:

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the FIPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Alima S. Patterson	<b>Job Title &amp; Grade:</b> EPS-GS-13
<b>AAship/Region and Division:</b> RCRA Permits & Solid Waste Section(6LCR-RP)	<b>Address of Official Agency Worksite:</b> US EPA Region 6 1201 Elm Street Suite 500 Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-8533	<b>Employee's Work E-mail Address:</b> patterson.alima@epa.gov
<b>First-line Supervisor:</b> Harry Shah	<b>First-line Supervisor's Work Phone:</b> 214-665-6457
<b>Proposed Start Date:</b> March 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; font-weight: bold; margin-right: 10px;">ALIMA PATTERSON</div> <div style="font-size: 0.8em;">                         Digitally signed by ALIMA PATTERSON                          DN: c=US, o=U.S. Government, ou=Environmental Protection Agency,                          cn=ALIMA PATTERSON, 0.9.2342.19200300.100.1.1=68001003652697                          Date: 2022.03.10 14:57:29 -06'00'                     </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 9, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Please see attached explanation in word document addressing the above subject matter.

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

Employee's Signature: ALIMA PATTERSON	Digitally signed by ALIMA PATTERSON DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ALIMA PATTERSON, o.B.2342.18200300.100.1.1=66001003652697 Date: 2022.02.23 07:32:28 -05'00'	Date:
Supervisor's Signature: HRUSHIKESH SHAH	Digitally signed by HRUSHIKESH SHAH DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=HRUSHIKESH SHAH, o.B.2342.18200300.100.1.1=66001003655674 Date: 2022.03.09 17:39:49 -06'00'	Date: 3/9/22
AA/RA (or designee) Signature: CECIL RODRIGUES	Digitally signed by CECIL RODRIGUES Date: 2022.04.25 16:27:22 -04'00'	Date:

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**Alima Patterson – Explanation of the Duties Performed Remotely and Meeting Operational Goals**

**Explain how you can Perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet it's Operational goals.**

**my remote worksite:**

1. I have created a functionable workspace to tackle my daily assigned duties on the job.
2. My workstation has high internet connection that can access the Agency's network system as well as a printer and a phone so that I can be reached at any anytime of my working hours.
3. I have devoted more time to stay organised and commit to communicating and connecting with my team members and the Region 6 States in order to boost team morale, as we are well aware of the benefits of teamwork and collaboration.
4. I have created a work schedule just like I am commuting to the office daily and as a result, I have been able to attend team meetings.
5. I have also been able to hold a virtual training with the Region 6 States, selected EPA Regions and their States, and outside stakeholders.
6. I am always available at my worksite to address the public's needs in terms of States' authorization status in the RCRA program.
7. I am also available to address EPA Headquarters needs in terms of the Region 6 State authorization program and provide updates on other initiatives that the Region is implementing to enhance the State authorization program.

The following are the reasons why the approval of this request will not diminish the Agency's ability to accomplish its mission and meet it's operational goals:

1. For the past years I have maintained and, in some instances, have surpassed my productivity for the agency as a result of working remotely.
2. I have increased my motivation to work harder for the agency.
3. I have always been available whenever needed during office hours whilst working remotely.
4. Not commuting greatly reduces cost of working in the office, stress is curtailed, thereby increasing productivity for the agency as fewer sick days are taken.
5. I have been able to keep in touch with team members electronically (via zoom, Teams, teleconference).
6. I am more focused and undistracted as compared to an office setting.
7. I have increased Key Performance Indicator (KPI ), meeting all deadlines given for work.
8. Working remotely has been an added value in improving my performance and engagement that supports productivity and efficiency.

Some of the benefits to the Agency in working remotely include the following:

1. Reduction in environmental impact, such as:
  - a. Lower carbon footprint,
  - b. Savings on electricity,
  - c. Savings on printing materials and supplies,
  - d. Reduction in greenhouse gas emission by preventing smog and air pollution by not driving to work.
2. Health benefits, including:
  - a. Reduced contact with other staff members which in turn has helped with curbing the spread of covid and
  - b. Increased personal well-being leading to increased productivity for the agency and job satisfaction.



### Appendix A – EPA Remote Work Agreement

Employee's Name: <b>Anedia Feaster</b>	Job Title, Pay Plan, Series & Grade: <b>Grant Management Specialist GS 0109-12</b>
Office/Region and Division: <b>Region 6, Office of Mission Support</b>	Address of Regular Office or Worksite: <b>1201 Elm Street, Ste 500</b>
Employee's Work Phone: <b>(214) 665-2267</b>	Employee's Work Email Address: <b>feaster.anedia@epa.gov</b>
Supervisor's Name: <b>Tongee Fleming</b>	Supervisor's Work Phone & Email Address: <b>(214) 665-3186, fleming.tongee@epa.gov</b>
Proposed Start Date: <b>2/27/2022</b>	Proposed End Date (for DETO):

Address of Remote Work Location (including city, state and zip code):

### Ex. 6 Personal Privacy (PP)

Within same Locality Commuting Area of Regular Office or Worksite:

☐ Yes ☒ No

Domestic Employee Teleworking Overseas Arrangement

(DETO): ☐ Yes ☒ No

(Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)

Request:

Select one: ☒ New Request ☐ Request for Modification to Existing Agreement

**Employee Certification:** I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.

Approval/Disapproval (attach documentation):

☒ Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

**ANEDIA FEASTER**

Digitally signed by ANEDIA FEASTER  
DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ANEDIA  
FEASTER, 0.9.2342.19200300.100.1.1=68001003647486  
Date: 2021.12.16 13:01:57 -0600

Supervisor's Signature:

**Tongee Fleming**

**TONGEE FLEMMING**

Digitally signed by TONGEE FLEMMING  
DN: c=US, o=U.S. Government, ou=Environmental Protection Agency,  
cn=TONGEE FLEMMING, 0.9.2342.19200300.100.1.1=68001003647486  
Date: 2021.12.16 13:01:57 -0600

AA/RA (or designee) Signature:

**9/7/2022**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Bryn Copson	<b>Job Title &amp; Grade:</b> Physical Scientist, GS-9
<b>AAship/Region and Division:</b> Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6427	<b>Employee's Work E-mail Address:</b> copson.bryn@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> 214-665-7523
<b>Proposed Start Date:</b> 4/24/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I was hired into this position as a NPDES permit writer in August 2021 with no previous experience writing NPDES permits. Over the past six months I have completed the NPDES Permit Writer's course, written a permit that has been issued, and am in the process of writing two more permits now. I have accomplished all of these things while working remotely. Additionally, before I started as a permit writer in the Permitting Section of the R6 Water Division, I was working as an Oak Ridge Institute for Science and Education (ORISE) Fellow in the Wetlands Review Section of the R6 Water Division. I was a Fellow in that Section from March 2021 to August 2021, and worked remotely for the duration of that fellowship. These experiences over the past year have shown me that I can complete assignments, attend and learn from trainings, communicate effectively with my colleagues, and advance my career while working remotely. Through the increasing prevalence of hybrid approaches (options for both online/in-person attendance) to communication and trainings, I expect that I will be able to continue supporting the agency with it's mission to protect human health and the environment while working remotely.

**Approval/Disapproval (attach documentation):**

☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> <b>Bryn Copson</b> <small>Digitally signed by Bryn Copson, DN: cn=Bryn Copson, o=EPA Region 6, ou=Permitting Section, email=rcopson.bryn@epa.gov, c=US Date: 2022.03.09 15:31:22 -06'00'</small>	<b>Date:</b> 3/9/2022
<b>Supervisor's Signature:</b> <b>BRENT LARSEN</b> <small>Digitally signed by BRENT LARSEN DN: cn=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRENT LARSEN, c=US, 2.5.4.2.18220350.100.1.1=66501003652681 Date: 2022.03.10 09:38:56 -06'00'</small>	<b>Date:</b> 3/10/2022
<b>AA/RA (or designee) Signature:</b> <b>CECIL RODRIGUES</b> <small>Digitally signed by CECIL RODRIGUES Date: 2022.04.04 22:24:02 -04'00'</small>	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature **Bryn Copson**  
Digitally signed by Bryn Copson  
 DN: cn=Bryn Copson, o=EPA Region 6, ou=Permitting Section,  
 email=copson.bryn@epa.gov, c=US  
 Date: 2022.03.09 15:32:06 -0500

Supervisor Signature **BRENT LARSEN**  
Digitally signed by BRENT LARSEN  
 DN: cn=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=BRENT LARSEN,  
 o=U.S. Government, ou=100,1,1=68001033652681  
 Date: 2022.03.10 06:15:25 -0800

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Thomas Rucki	<b>Job Title &amp; Grade:</b> Regional Judicial Officer/Sr. Ass. Regional Counsel/Ass. Depu
<b>AAship/Region and Division:</b> R6 - ORC	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, TX 75202
<b>Employee's Work Phone:</b> 214-665-2759	<b>Employee's Work E-mail Address:</b> rucki.thomas@epa.gov
<b>First-line Supervisor:</b> Suzanne Andrews	<b>First-line Supervisor's Work Phone:</b> 214-665-8027 or 972-415-6626
<b>Proposed Start Date:</b> 09/09/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/25/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My application for remote work not only satisfies all the criteria set forth in the EPA Remote Work Policy, but I am also a better employee when remote, which benefits the Agency, its mission, and the public/environment. My position could not be more conducive to remote work. 100% of my work is portable and there is no expectation that I would regularly report to the office. In fact, not a single thing I do as RJO/Senior ARC/ADEO requires my physical presence in the office – this was actually the case before the pandemic and applies going forward. I have effectively been conducting my position remotely since 2014. This is not to say I didn't come in to the office prior to COVID, but even before COVID, I did not conduct a single face-to-face meeting or require live coworker interface for any of my duties since 2014.

My position has always been set up as if it is remote. Nothing I do requires access to in office resources. Any needed physical document, for example, has already been converted to electronic. All information I need to perform my duties is 100% accessible electronically. When I was in the office my role was performed while I was sitting at my desk and not at

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> THOMAS RUCKI	<small>Digitally signed by THOMAS RUCKI DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=THOMAS RUCKI, 0.9.2342.19200300.100.1.1=68001003655804 Date: 2022.03.07 21:14:52 -06'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> SUZANNE ANDREWS	<small>Digitally signed by SUZANNE ANDREWS DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=SUZANNE ANDREWS, 0.9.2342.19200300.100.1.1=68001003655574 Date: 2022.03.10 08:56:34 -06'00'</small>	<b>Date:</b> 3/10/2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	<small>Digitally signed by CECIL RODRIGUES Date: 2022.04.04 08:28:09 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Rucki, Thomas - Remote Work Text

My application for remote work not only satisfies all the criteria set forth in the EPA Remote Work Policy, but I am also a better employee when remote, which benefits the Agency, its mission, and the public/environment. My position could not be more conducive to remote work. 100% of my work is portable and there is no expectation that I would regularly report to the office. In fact, not a single thing I do as RJO/Senior ARC/ADEO requires my physical presence in the office – this was actually the case before the pandemic and applies going forward. I have effectively been conducting my position remotely since 2014. This is not to say I didn't come in to the office prior to COVID, but even before COVID, I did not conduct a single face-to-face meeting or require live coworker interface for any of my duties since 2014.

My position has always been set up as if it is remote. Nothing I do requires access to in office resources. Any needed physical document, for example, has already been converted to electronic. All information I need to perform my duties is 100% accessible electronically. When I was in the office my role was performed while I was sitting at my desk and not at meetings. In particular, my ethics role has always been accomplished 100% remote/at my EPA office with a closed door through calls, e-mails, or through the BAP system reviewing 450 disclosures. My counsel role also has been done 100% remote for 8 years - before COVID, when I was in the office, not a single task was performed with another person present (e.g., infrastructure SIP completion). It was all accomplished via calls, e-mails, and using Sharepoint to upload and edit documents. This was actually the preferred method of communication of my clients. Not only was there no adverse impact on the office or programs, but it was preferred to conduct the work without being in person.

My RJO role is the same - prior to COVID, I averaged about 1 hearing a year where I had to travel. However, only 2 of those hearings over 8 years was conducted in Dallas. The rest were in Oklahoma, Arkansas or New Mexico, and those averaged less than 1 a year. In fact, none of the Respondents wanted to come to Dallas because of the costs associated with traveling to Dallas. Respondents, whether pre-COVID or now, have consistently asked for remote hearings because of the time lost and costs. The hearings prior to COVID were done via phone, or, as technology developed, via Skype/Zoom/Teams. There will be no disruption to the RJO service I provide to the Agency or public because during COVID, we proved not only could we accomplish the same thing remote that we could in person, but it actually reached more of the public by conducting the hearings remote. I was in fact the first RJO to hold a Teamslive hearing with over 100 public participants at the very beginning of the COVID shutdown to ensure the public still maintained regular access to information that impacted them and the environment. The branch chiefs and I made it a priority to get things up and running 100% remote as soon as possible.

We have since held multiple public hearings and regular hearings during COVID over teams/zoom with a 100% success rate. While I rarely hold more than 1 hearing a year, when it happens, remote is not only the preferred route, but the better one. It's been such a success that the branch chiefs have expressed



a desire to not only continue holding hearings remote so as to reach more of the public (because they don't have to drive from far away to show up at a physical site), but also because it saves the Agency a great deal of resources, time, and funds to not force all the parties involved in a hearing to travel to a physical location. In addition, by allowing all parties to access hearings remote we avoid a problem we had in New Mexico years ago where we had to cancel the hearing after expending Agency resources and time because of a massive snow storm that hit while at the physical location. Not only could the public not get to the hearing because of the unsafe conditions, but we wasted valuable time and money traveling there for nothing. The public has even commented multiple times about how wonderful remote public hearings are because they don't have to drive 1.5 hours and spend money on gas to attend the hearing and can do it from the comfort of their home or community center – such time and funds lost is particularly important because much of the public that makes these comments come from economically disadvantaged communities, the exact communities we are trying to reach. Now that technology exists to allow for 100% remote hearings, that will never happen again. Another example of a surprising benefit of 100% remote hearings is that people are more willing to speak up about a potential issue when not having to appear in person – the public participation is actually greater when remote.

However, even if I, and I can't foresee a time when I would need to ever again, was required to travel for my position, the cost to travel from a major international airport such as RDU or CLT would be only at most, a couple of hundred dollars more (which such costs, while likely never occurring, would be offset by my lower salary due to Raleigh having a lower locality pay than Dallas). My remote work location will be within a 15-minute drive of the Raleigh International airport and 2 ½ hours away from the Charlotte International airport. I will also be within 15 minutes of EPA's large Research Triangle Park office location in North Carolina. I would therefore, and again while I never foresee this happening, but if ever the need arose, have an ability to be in a physical EPA office rapidly without travel needed beyond a quick drive. Because my salary will drop almost \$6,000 due to the change in locality pay in North Carolina, there will actually be a net savings by allowing me remote work in North Carolina because my extra travel expenses would only be the cost of flying to New Mexico or Arkansas, which such costs I would incur anyway flying from Dallas and getting a hotel/per diem. The extra couple hundred dollars spent on a longer flight would be offset substantially by the lower salary – even though the chance of me traveling any given year is quite low, but in any case, there would be a savings to the Agency with the lower salary.

My position was designed as an ideal remote work position. We have monthly RJO calls and I also speak with the RJOs individually on a weekly basis where we bounce ideas off each other or just catch up on what's happening. This has always been done remotely. I also never deal with CBI as the nature of my position is all about transparency and public opinions/hearings/decisions. My tasks and work assignments will not only be performed at least equally effectively at my remote work location as they would in the physical office, but they will be conducted better. This is because the only difference about being in the office for my job is it provides distractions from serving the public/environment and the Agency's mission – at my remote work location I can focus better. Because my position has always been set up for 100% remote work and no face-to-face interaction, when I was in the office years ago, by

being in the office it just led to hours of lost time being productive because of constant interruptions I wouldn't have at my remote work location. I am always available too, which is something that is key to successful remote work. Our hearing clerk can attest to the fact that I turn around all documents within 24 hours, often within a few hours of receiving them, depending on my day's workload and there has never been a time that I was unreachable while remotely working. I am the consummate professional when working remote as I take great pride in my work at the EPA and love what I do.

#### Ex. 6 Personal Privacy (PP)


#### Ex. 6 Personal Privacy (PP)

The level of supervision I need is zero, as my current and prior supervisors can attest. I not only get things done timely, but I get them done early and without the need of oversight. My performance reviews have always been excellent as well, proving that I am a trustworthy team player who consistently steps up to take on more projects and roles (as evidenced by my three positions I currently hold at EPA). My current and prior supervisors, as well as our wonderful hearing clerk have consistently said I am an invaluable team player that always is ready to take on any task. No matter where I physically am sitting, I always volunteer to take on more duties, do them efficiently, well, and timely, and I am incredibly easy to work with. When the prior RJO retired, I asked for the role, when they needed someone to lead multiple state air projects of which I had no experience, I asked for the task, when we lost to retirement an ethics officer, I asked to learn the role and take it on – the list goes on of the type of employee I am no matter where I physically sit.

The EPA's mission or goals will not be impacted by having me remote as I effectively communicate with my manager and team regularly, my manager knows that I am highly productive and trustworthy, and all of my tasks can be completed remotely and have been for years. The remote work will benefit the Agency and public/environment by not only keeping a productive employee, but a more productive employee that has a passion for public service. Nothing will change by granting me remote work.

When I telework, I am happier with my job and more efficient. Overall, I believe I could not have a position that is better suited to conduct remotely, and I have strived for over 10 years to constantly demonstrate that I am the type of employee that can not only be trusted remotely, but can flourish, as I have proven. Thank you.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Matthew Liu	<b>Job Title &amp; Grade:</b> Physical Scientist GS09
<b>AAship/Region and Division:</b> Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-662-6626	<b>Employee's Work E-mail Address:</b> liu.matthew@epa.gov
<b>First-line Supervisor:</b> Kenneth E Johnson	<b>First-line Supervisor's Work Phone:</b> 214-665-8473
<b>Proposed Start Date:</b> January 30th, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;"> <b>Liu, Matthew</b> </div> <div style="text-align: right;">                         Digitally signed by Liu, Matthew                          Date: 2022.01.19 09:29:30 -06'00'                     </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/08/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**


My primary duty is to protect our environment and underground sources of drinking water by reviewing Class I hazardous waste disposal petitions and Class VI carbon sequestration applications. All of my work is portable, as petitions and applications are received, reviewed, and evaluated electronically. Also, all of my training and communications are electronic (FedTalent, PDFs, email, telephone, Teams, and Zoom). These tools have been effective and satisfactory. My work rarely, if ever, requires in-office resources, as I have never visited the office. In the event of necessary/required travel (in-person meetings or a field site), I will be located close enough to commute. Lastly, I provide detailed weekly work summaries to communicate all tasks, challenges, and accomplishments to my supervisor.

Personally, I have extensive experience working and collaborating virtually. Most of my college and grad school assignments were performed at home or on a computer; my professional certificates (Lean Six Sigma and polymer coatings) were obtained electronically, nearly 75% of my Master's degree was conducted virtually; my previous internship with the EPA, in 2020, was performed from home; I have been a full-time teleworker since on-boarding in 2021; and I assist my family's restaurant and real estate business from across the country, in my free time.

Remote work poses some challenges like the lack of in-person meetings, but it offers substantial benefits that greatly outweigh the challenges. Electronic work reduces the consumption of paper resources. Electronic submissions reduce transportation requirements and emissions. Remote work reduces travel time, congestion, fuel consumption/emissions, and office space. In addition, the reduction of distractions and personalized environment promote my focus and productivity. In addition to this, remote work provides added stability, as I will not be dependent on local weather conditions for travel. In the event that my internet or power fails, I will still have mobile hotspot to provide some internet access, providing additional hours of work capacity while I utilize my phone and laptop batteries. Therefore, remote work will not be detrimental to the Agency's goals, but rather beneficial as it promotes productivity and reduces our carbon footprint, emissions, and operating costs.

I recognize that this text is relatively small, so I will also provide this as an attachment.

**Approval/Disapproval (attach documentation):**

☒ Approved   
☐ Disapproved (cite reason(s) below)

**Employee's Signature:**

**Liu, Matthew**

Digitally signed by Liu, Matthew  
Date: 2022.01.19 09:33:05 -06'00'

**Date:**

January 19, 2022

**Supervisor's Signature:**

**KENNETH JOHNSON**

Digitally signed by KENNETH JOHNSON  
DN: c=US, o=U.S. Government, ou=Environmental Protection Agency,  
cn=KENNETH JOHNSON,  
c.9.2342.19200300.100.1.1=68001003655464  
Date: 2022.02.21 21:43:35 -06'00'

**Date:**

**AA/RA (or designee) Signature:**

**CECIL RODRIGUES**

Digitally signed by CECIL RODRIGUES  
Date: 2022.04.08 13:42:01 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

**PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Matthew Liu

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My primary duty is to protect our environment and underground sources of drinking water by reviewing Class I hazardous waste disposal petitions and Class VI carbon sequestration applications. All of my work is portable, as petitions and applications are received, reviewed, and evaluated electronically. Also, all of my training and communications are electronic (FedTalent, PDFs, email, telephone, Teams, and Zoom). These tools have been effective and satisfactory. My work rarely, if ever, requires in-office resources, as I have never visited the office. In the event of necessary/required travel (in-person meetings or a field site), I will be located close enough to commute. Lastly, I provide detailed weekly work summaries to communicate all tasks, challenges, and accomplishments to my supervisor.

Personally, I have extensive experience working and collaborating virtually. Most of my college and grad school assignments were performed at home or on a computer; my professional certificates (Lean Six Sigma and polymer coatings) were obtained electronically, nearly 75% of my Master's degree was conducted virtually; my previous internship with the EPA, in 2020, was performed from home; I have been a full-time teleworker since on-boarding in 2021; and I assist my family's restaurant and real estate business from across the country, in my free time.

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### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature Liu, Matthew Digitally signed by Liu, Matthew  
Date: 2022.01.21 11:15:10 -06'00'

Supervisor Signature KENNETH JOHNSON Digitally signed by KENNETH JOHNSON  
DN: cn=U.S. Government, c=US, o=Environmental Protection Agency, cn=KENNETH JOHNSON, o=92462-5500500-100-1, +e6801033655464  
Date: 2022.02.21 21:34:13 -08'00'

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Matias Fernandez	<b>Job Title &amp; Grade:</b> Life Scientist, GS-12-1
<b>AAship/Region and Division:</b> EPA Region 6, Water Division, Permitting Section	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX
<b>Employee's Work Phone:</b> (214) 665-2754	<b>Employee's Work E-mail Address:</b> fernandez.matias@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> (214) 665-7523
<b>Proposed Start Date:</b> Return to office start date (Pending)	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>August 1, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The digitization of the permitting process over the course of the pandemic has greatly enhanced the portability of permit writing duties. I have worked effectively from the proposed RWL for the past ~1.5 years utilizing the digital copies of applications that permittees now submit in addition to the physical copy. Permittees are encouraged (and even prefer) to submit digital-only supporting documents to save on physical archive space. Effective communication has been maintained with permittees, state contacts, and other section members via phone, email, and video conferencing. The signature process has been maintained with digital signatures and eRouting. Although some priorities may occasionally require temporary in-office presence, for example to address a FOIA request, these events would be rare. The primary day-to-day duties of the permitting process can be effectively continued remotely. Additionally, I am within a short driving distance of both Santa Fe and Albuquerque and would be readily available for in-person meetings and section representation at NM public hearings, the NM Environment Department, etc., which would reduce the need for travel deployment out of the Dallas office. The RWL also has a lower COLA and wouldn't need a transit subsidy, reducing costs.

**Approval/Disapproval (attach documentation):**

☐ Approved  
☒ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Matias C Fernandez	Digitally signed by Matias C Fernandez Date: 2022.03.08 13:29:01 -06'00'	<b>Date:</b> 03/08/2022
<b>Supervisor's Signature:</b> BRENT LARSEN	Digitally signed by BRENT LARSEN DN: cn=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRENT LARSEN, c.B.2342.19200300.100.1.1+68001003652681 Date: 2022.03.08 13:52:13 -06'00'	<b>Date:</b> 03/08/2022
<b>AA/RA (or designee) Signature:</b>		<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Kristin Dunbar	<b>Job Title &amp; Grade:</b> Environmental Scientist GS-13
<b>AAship/Region and Division:</b> Region 6 LCRD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-8129	<b>Employee's Work E-mail Address:</b> dunbar.kristin@epa.gov
<b>First-line Supervisor:</b> Sarah Frey	<b>First-line Supervisor's Work Phone:</b> 214-665-6499
<b>Proposed Start Date:</b> 06/20/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/01/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Over the past 2 years, the Pesticide Team has made great strides to go electronic and to get all awards and reports completed in a timely manner. My current duties include being a Project Officer. The maintenance of the grant file has been set-up using a 8 part electronic filing system. Processing awards, workplans, and progress reports have electronic databases for submittal and review, thus making all work 100% portable. Also, POs have set-up Microsoft Team channels with our SLAs to share documents and to have impromptu or scheduled meetings, to ensure no disruption in customer service to various parties. The Pesticides Team has also set-up weekly PO Meetings within our Section and Branch as information sharing and to discuss any processes, database, or any question we all may have. The latter eliminates the need for any face-to-face interaction. If approved for remote work, the Agency's ability to accomplish its missions and goals will not be compromised and the work of the past 2 years will continue at remote work location. Working remote will not shift any function or responsibility of my duties as a Project Officer to another employee or require reassignment.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> KRISTIN DUNBAR	<small>Digitally signed by KRISTIN DUNBAR DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=KRISTIN DUNBAR, 0.9.2342.19200300.100.1.1=68001003655688 Date: 2022.06.14 13:05:01 -05'00'</small>	<b>Date:</b> 06/14/22
<b>Supervisor's Signature:</b> Frey, Sarah	<small>Digitally signed by Frey, Sarah Date: 2022.07.05 10:35:36 -05'00'</small>	<b>Date:</b> 7/5/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.07.26 10:27:03 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Dunbar, Kristin – Remote Work Text

Over the past 2 years, the Pesticide Team has made great strides to go electronic and to get all awards and reports completed in a timely manner. My current duties include being a Project Officer. The maintenance of the grant file has been set-up using a 8 part electronic filing system. Processing awards, workplans, and progress reports have electronic databases for submittal and review, thus making all work 100% portable. Also, POs have set-up Microsoft Team channels with our SLAs to share documents and to have impromptu or scheduled meetings, to ensure no disruption in customer service to various parties. The Pesticides Team has also set-up weekly PO Meetings within our Section and Branch as information sharing and to discuss any processes, database, or any question we all may have. The latter eliminates the need for any face-to-face interaction. If approved for remote work, the Agency's ability to accomplish its missions and goals will not be compromised and the work of the past 2 years will continue at remote work location. Working remote will not shift any function or responsibility of my duties as a Project Officer to another employee or require reassignment.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> John Stadelman	<b>Job Title &amp; Grade:</b> Visual Communications Specialist, GS13-10
<b>AAship/Region and Division:</b> EPA Region 6	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7394	<b>Employee's Work E-mail Address:</b> stadelman.john@epa.gov
<b>First-line Supervisor:</b> Janie Acevedo	<b>First-line Supervisor's Work Phone:</b> 214-665-2120
<b>Proposed Start Date:</b> 3/1/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My duties involve working with a variety of graphic and related files which are accessible electronically. I also use a variety of graphic design applications, available via the Adobe Creative Cloud. Remote work is highly effective for me because of this two-fold work and tools accessibility.

Remote work enhances my ability to remain immediately responsive to various clients and to address high priority assistance requests as they arrive on my desk. This includes the Region 6 newsletter, which requires daily attention. Remote work has proven to enhance my ability to quickly address newsletter requirements by improving focus and reducing daily commute downtime.

I find that in the remote environment, participation in team interaction/meetings are carried out in the most efficient, and focused, means possible. Remote work best provides the type of daily focus I require when dealing with software applications I use, helping with creativity, accuracy and speed.

Finally, remote work would remove the physical stress of transporting equipment which negatively impacts old injuries for

**Approval/Disapproval (attach documentation):**

☐

Approved

☐

Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> JOHN STADELMAN	Digitally signed by JOHN STADELMAN Date: 2022.02.17 10:41:41 -06'00'	<b>Date:</b> 2/17/2022
<b>Supervisor's Signature:</b> JANIE ACEVEDO	Digitally signed by JANIE ACEVEDO Date: 2022.03.23 10:22:20 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 12:59:48 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Stadleman, John – Remote Work Text

My duties involve working with a variety of graphic and related files which are accessible electronically. I also use a variety of graphic design applications, available via the Adobe Creative Cloud. Remote work is highly effective for me because of this two-fold work and tools accessibility.

Remote work enhances my ability to remain immediately responsive to various clients and to address high priority assistance requests as they arrive on my desk. This includes the Region 6 newsletter, which requires daily attention. Remote work has proven to enhance my ability to quickly address newsletter requirements by improving focus and reducing daily commute downtime.

I find that in the remote environment, participation in team interaction/meetings are carried out in the most efficient, and focused, means possible. Remote work best provides the type of daily focus I require when dealing with software applications I use, helping with creativity, accuracy and speed.

Finally, remote work would remove the physical stress of transporting equipment which negatively impacts old injuries for which I have twice had surgery. I would seek to avoid re-injury.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Ghassan A. Khoury	<b>Job Title &amp; Grade:</b> Toxicologist GS-14
<b>AAship/Region and Division:</b> Region 6/ Superfund Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas Texas 75270
<b>Employee's Work Phone:</b> 214-665-8515	<b>Employee's Work E-mail Address:</b> khoury.ghassan@epa.gov
<b>First-line Supervisor:</b> Ms. Brenda Cook	<b>First-line Supervisor's Work Phone:</b> 214-665-7436
<b>Proposed Start Date:</b> When becomes available	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> Same
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 01, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

All work I do is fully portable. I do highly technical work on the computer. That require a lot of time searching for technical published papers provided in the open electronic technical literature and reviewing them. I do advanced statistical evaluation of data and use them in risk assessments I write or review. That require a lot of time to input data in formats that can be utilized by statistical programs I use. I do environmental forensic type of studies to evaluate source of contamination in soil and correlate them back to the source. This require a lot of time behind the computer using advanced computer-based programs. I write risk assessment reports and do in-depth technical exposure analysis and review a lot of risk assessments reports. This also require a lot of time behind the computer reading thousands of pages on the computer. e.g. I wrote the dioxin risk assessment for Vertac Superfund site on incineration at a time when the Combustion Guidance was not yet available. This required a lot of time behind the computer. It took me more than eight months to finalize this report. I wrote the risk assessment for Homestake Uranium Superfund site which included radiation

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Khoury, Ghassan	Digitally signed by Khoury, Ghassan DN: cn=Khoury, Ghassan, email=Khoury.Ghassan@epa.gov Date: 2022.04.05 16:13:05 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> Cook, Brenda	Digitally signed by Cook, Brenda Date: 2022.04.06 13:06:10 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.28 19:58:03 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Ghassan, Khoury – Remote Work Text

All work I do is fully portable. I do highly technical work on the computer. That require a lot of time searching for technical published papers provided in the open electronic technical literature and reviewing them. I do advanced statistical evaluation of data and use them in risk assessments I write or review. That require a lot of time to input data in formats that can be utilized by statistical programs I use. I do environmental forensic type of studies to evaluate source of contamination in soil and correlate them back to the source. This require a lot of time behind the computer using advanced computer-based programs. I write risk assessment reports and do in-depth technical exposure analysis and review a lot of risk assessments reports. This also require a lot of time behind the computer reading thousands of pages on the computer. e.g. I wrote the dioxin risk assessment for Vertac Superfund site on incineration at a time when the Combustion Guidance was not yet available. This required a lot of time behind the computer. It took me more than eight months to finalize this report. I wrote the risk assessment for Homestake Uranium Superfund site which included radiation and chemical exposures risk evaluation. Radiation risk assessment is highly technical and requires in-depth knowledge of health physics and advanced science to understand the risk results associated with such exposures. It took me more than a year to write this risk assessment. All this work was done on the computer. I work with the lead TRW workgroup to develop guidances which requires review of published literature and incorporating studies into guidance documents. I wrote a paper on lead exposure in air. The paper was presented in the NAAQS review board to reduce lead air standard. I wrote risk assessments on indoor dust contaminated with organic contaminants to help the removal program decide on appropriate indoor dust cleanup level of hazardous chemicals. I utilized electronically published papers and reports from the World Trade Center (WTC) in evaluating the appropriate indoor dust cleanup levels. I did those reports by spending a lot of time behind my computer. Documents that I receive for review or those that I write are in Word, Excel or pdf formats that are supported by the agency. All communications I have are done through the agency email system or the agency supported MS Teams meetings. So all work I do is computer based and all reports and literature are in electronic forms.

My remote work should not impact my ability to travel locally to meet in person with PRPs or the States. Such meetings usually are limited about 2 to 3 meetings a year. Although most of the meetings with the PRPs or the States happen in places where my sites are located (New Mexico, Oklahoma). Travel to these locations does not impact my remote work status. Other meetings are usually done virtually using the MS Team meetings or Zoom meetings.

Approval of this request will not diminish the agency's ability to accomplish its mission as my work will continue to provide the highest quality of work as a risk assessor. I will always be available to go to the office as my remote work location is within the local area of the agency downtown office.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Elizabeth Reyes	<b>Job Title &amp; Grade:</b> Environmental Specialist/Scientist GS-13
<b>AAship/Region and Division:</b> U.S. EPA Region 6 Land Chemical and Redevelopment D	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500. Dallas TX 75270
<b>Employee's Work Phone:</b> 214 665 3163	<b>Employee's Work E-mail Address:</b> reyes.elizabeth@epa.gov
<b>First-line Supervisor:</b> Althea Foster	<b>First-line Supervisor's Work Phone:</b> 214 665 2268
<b>Proposed Start Date:</b> 04/25/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;"> Ex. 6 Personal Privacy (PP) </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/02/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

During 2 years of situational telework from March 2020-April 2022, I successfully accomplished all my work commitments, including: meeting all datelines (e.g. grant awards, ACRES workpackages, 128(a) funding requests, 104(k) grant applications review, RTOC summaries, etc). Planning, coordinating and conducting virtual workshops (e.g. StoryMaps, US Border Brownfields Virtual Workshop) and numerous monthly meetings with the States/Tribal partners, etc. Briefing Senior Managers (e.g. 128(a) funding allocations recommendations); Capable of training and supervising Project Officer/s through Teams and emails; Reviewing and providing comments on reports and guidances/policies. Maintaining frequent communication and coordination with staff, States and Tribes. Being reachable at all times through email and phone. Continued working on professional development/improvement (e.g. Environmentally Correct Toastmasters). Coordinating FY 2021 Feds Feed Families Campaign. Collecting, tracking, reviewing and approving QA/PED and other documents. Completing all mandatory on-line training. I have shown my commitment to the Agency, staff and partners and plan to continue to performing all of my work duties remotely.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> ELIZABETH REYES	<small>Digitally signed by ELIZABETH REYES DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ELIZABETH REYES, 0.9.2342.19200300.100.1.1=68001003655591 Date: 2022.04.03 18:00:49 -05'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> ALTHEA FOSTER	<small>Digitally signed by ALTHEA FOSTER Date: 2022.05.11 10:13:37 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 21:56:33 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**


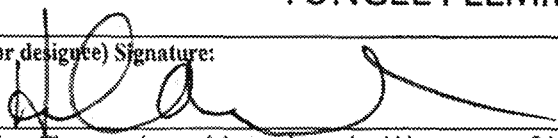

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Dannell Brown	Job Title & Grade: Senior Grants Management Specialist / GS-14
AAship/Region and Division: Region 6 / Mission Support Division	Address of Official Agency Worksite: 1201 Elm St. Suite 500 Dallas, TX 75270
Employee's Work Phone: 214-665-7279	Employee's Work E-mail Address: brown.dannell@epa.gov
First-line Supervisor: Tongee Flemming	First-line Supervisor's Work Phone: 214-665-3186
Proposed Start Date: 04/10/2022	If Temporary, Proposed End Date: N/A
Address of Remote Work Location (Including city, state and zip code): Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: Ex. 6 Personal Privacy (PP)	Alternate Phone Number (if available): N/A
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification  Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 04/2020 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:  All of my duties can be performed from the RWL location with equal effectiveness with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing the EPA's mission. There are no adverse impacts on other offices or programs and my duties do not require face-to-face interaction with internal or external customers.</p>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<p>Approval/Disapproval (attach documentation):</p> <p><input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p>Employee's Signature:</p> 	<p>Date:</p> <p>February 22, 2022</p>
<p>Supervisor's Signature:</p> <p style="text-align: center;">TONGEE FLEMMING</p> 	<p>Date:</p> <p>Digitally signed by TONGEE FLEMMING  Date: 2022.04.19 09:41:02 -05'00'</p>
<p>AA/RA (or designee) Signature:</p> 	<p>Date:</p> <p>9/7/2022</p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

#### **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Eglantina Alvarado	<b>Job Title &amp; Grade:</b> Attorney Advisor, GS-14
<b>AAship/Region and Division:</b> Region 6 Office of Regional Counsel	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75202
<b>Employee's Work Phone:</b> 214-665-2709	<b>Employee's Work E-mail Address:</b> alvarado.tina@epa.gov
<b>First-line Supervisor:</b> Suzanne Andrews	<b>First-line Supervisor's Work Phone:</b>
<b>Proposed Start Date:</b> May 1, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/24/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The critical elements of my job relate to providing legal advice to clients within the region. This is done by written and oral communication, developing and maintaining cooperative relationships, and performing legal research. Communication with outside tribal clients or other federal agency staff is also necessary on occasion.

Communication with internal or external clients is mainly accomplished via email and telephone (Teams) and is 100% portable and does not require the use of in-office resources. There is no expectation that I regularly report to the office worksite each pay period. Tasks and work assignments can be performed equally effectively at the RWL. Legal research is done via online EPA subscription to Westlaw. Completing my assignments may be performed at any location with an internet connection. Duties and work assignments do not require access to any in-office resources.

I do not have duties or work assignments requiring face-to-face customer service or coworker interface. External tribal

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:** EGLANTINA  
ALVARADO

Digitally signed by EGLANTINA ALVARADO  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=EGLANTINA ALVARADO,  
0.9.2342.19200300.100.1.1=68001003655771  
Date: 2022.03.25 13:54:56 -05'00'

**Date:**

03/25/22

**Supervisor's Signature:** SUZANNE  
ANDREWS

Digitally signed by SUZANNE  
ANDREWS  
Date: 2022.04.07 17:08:32 -05'00'

**Date:**

**AA/RA (or designee) Signature:** HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.09.14 12:31:58 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Alvarado, Eglantina – Remote Work Text

The critical elements of my job relate to providing legal advice to clients within the region. This is done by written and oral communication, developing and maintaining cooperative relationships, and performing legal research. Communication with outside tribal clients or other federal agency staff is also necessary on occasion.

Communication with internal or external clients is mainly accomplished via email and telephone (Teams) and is 100% portable and does not require the use of in-office resources. There is no expectation that I regularly report to the office worksite each pay period. Tasks and work assignments can be performed equally effectively at the RWL. Legal research is done via online EPA subscription to Westlaw. Completing my assignments may be performed at any location with an internet connection. Duties and work assignments do not require access to any in-office resources.

I do not have duties or work assignments requiring face-to-face customer service or coworker interface. External tribal clients are not located in Dallas, thus communications must be made via telephone, e-mail or other electronic means. On occasion, out-of-state travel would be necessary to attend two quarterly RTOC meetings held in either Oklahoma or New Mexico, or to meet with tribal clients outside of Texas. Engagement with other federal agencies is accomplished via electronic communication since the locations of those agency offices are outside of Texas. Duties do not include regular communication with outside counsel or the public and thus there is no need to attend in-person in-office meetings. There will be no foreseen disruption to customer service with any agency customers or stakeholders.

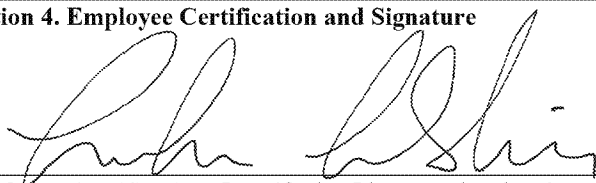
The need to be in the office would be very rare. On occasion, when files are needed from the file room, they are scanned and used electronically. I do not handle CBI or the types of secured files that must remain in the file room.

My current duties do not rely on other offices or programs, therefore authorization for remote work would not shift any functions or responsibilities to other employees, require reassignment of current work to anyone else, or adversely impact any other office or program.

## **Ex. 6 Personal Privacy (PP)**



## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Andrea Abshire	<b>Job Title &amp; Grade:</b> Environmental Scientist/13
<b>AAship/Region and Division:</b> Region 6 Dallas/ Safe Drinking Water	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500 Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6706	<b>Employee's Work E-mail Address:</b> abshire.andrea@epa.gov
<b>First-line Supervisor:</b> Angela Restivo	<b>First-line Supervisor's Work Phone:</b> (214) 665-3175
<b>Proposed Start Date:</b> 02/14/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-6706	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">         Ex. 6 Personal Privacy (PP)       </div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="font-size: 2em; font-family: cursive;">  </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/11/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

100% of the my work is portable due to it being data driven. As the only Region 6 State/Federal SDWIS Data Coordinator all chemical/regulatory compliance work is accomplished via software/web-based applications and tools. There is no need to report to the office to accomplish work duties/tasks; since March 2020 it has been "business as usual." Despite working at my RWL I have been given increased responsibilities and duties all of which I have accomplished, **Ex. 6 Personal Privacy (PP)**

At no time has my work suffered due to working remotely because all work is accomplished, as previously stated, via my laptop. I have spent a considerable amount of money creating a home work space with multiple monitors to increase productivity due to the data driven tasks i have been assigned. The increase in productivity has allowed me to take on additional responsibilities.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> <b>ANDREA ABSHIRE</b> <small>Digitally signed by ANDREA ABSHIRE DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ANDREA ABSHIRE, 0.9.2342.19200300.100.1.1=68001003655661 Date: 2022.03.11 12:48:24 -06'00'</small>	<b>Date:</b> 3/11/22
<b>Supervisor's Signature:</b> <b>ANGELA RESTIVO</b> <small>Digitally signed by ANGELA RESTIVO DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ANGELA RESTIVO, 0.9.2342.19200300.100.1.1=68001003655643 Date: 2022.03.21 11:28:21 -05'00'</small>	<b>Date:</b> 3/21/2022
<b>AA/RA (or designee) Signature:</b> <b>CECIL RODRIGUES</b> <small>Digitally signed by CECIL RODRIGUES Date: 2022.04.11 12:33:33 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Michael Vaughan	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist; GS-13
<b>AAship/Region and Division:</b> EPA Region 6; Water Division; Assistance Programs Branch	<b>Address of Official Agency Worksite:</b> Renaissance Tower; 1201 Elm Street; Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-7313	<b>Employee's Work E-mail Address:</b> vaughan.michael@epa.gov
<b>First-line Supervisor:</b> Denise Hamilton	<b>First-line Supervisor's Work Phone:</b> 214-665-2775
<b>Proposed Start Date:</b> March 1st, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>July 12th, 2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My work involves awarding grants, grant oversight, serving as the Branch Custodial Officer (BCO) for my Branch, etc. This involves working with multiple EPA computer programs, E-mailing, communicating with fellow EPA employees & the state agencies, etc. And, all of my work is portable: This can all be done completely & successfully from my remote work location. I have successfully worked from my remote location full-time for almost two years, and this has gone very well. I am also always available via phone, e-mail, and/or Microsoft Teams.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> MICHAEL VAUGHAN	Digitally signed by MICHAEL VAUGHAN Date: 2022.02.09 15:26:43 -06'00'	<b>Date:</b> February 9th, 2022
<b>Supervisor's Signature:</b> DENISE HAMILTON	Digitally signed by DENISE HAMILTON Date: 2022.04.21 12:26:43 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.01 07:48:25 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Rachel Webb	<b>Job Title &amp; Grade:</b> EPS, GS-028-12
<b>AAship/Region and Division:</b> Region 6, SEMD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-8394	<b>Employee's Work E-mail Address:</b> webb.rachel@epa.gov
<b>First-line Supervisor:</b> Will LaBombard	<b>First-line Supervisor's Work Phone:</b> 214-665-7199
<b>Proposed Start Date:</b> 05/01/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/1/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have effectively worked to have 17 Task Orders and 5 Technical Directions processed and awarded on time while working remotely over the past fiscal year. I continue to work closely with the Contracting Officer as well as various staff in the Superfund Division to ensure that work is processed on time and efficiently. The new ERRS Contract was awarded on 11/9/2021. I have since awarded Task Orders and TDs under the ERRS V contract as a regular integral part of my job. The new Warehouse contract was awarded on 8/26/2021, where I was a member of the Technical Evaluation Panel and I was appointed Primary COR for that contract on 10/12/2021. I continue to work with technical staff to keep this contract moving forward and continue warehouse operations. I have completed my Level I and II COR trainings as well as my mandatory EPA trainings. Level I was mandatory to become a contracts PO. I took it upon myself to complete Level II COR to become so that I could take on more work and become more versed and educated. Communications through email, phone and Teams is done regularly and as needed for efficacy and transparency. I work together with technical staff and others as needed, as teams on different sites and complex issues to discuss and determine outcomes and

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> RACHEL WEBB <small>Digitally signed by RACHEL WEBB Date: 2022.03.16 13:26:55 -05'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> WILLIAM LABOMBARD <small>Digitally signed by WILLIAM LABOMBARD Date: 2022.06.26 19:41:18 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR <small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 22:07:09 -04'00'</small>	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Webb, Rachel – Remote Work Text

I have effectively worked to have 17 Task Orders and 5 Technical Directions processed and awarded on time while working remotely over the past fiscal year. I continue to work closely with the Contracting Officer as well as various staff in the Superfund Division to ensure that work is processed on time and efficiently. The new ERRS Contract was awarded on 11/9/2021. I have since awarded Task Orders and TDs under the ERRS V contract as a regular integral part of my job. The new Warehouse contract was awarded on 8/26/2021, where I was a member of the Technical Evaluation Panel and I was appointed Primary COR for that contract on 10/12/2021. I continue to work with technical staff to keep this contract moving forward and continue warehouse operations. I have completed my Level I and II COR trainings as well as my mandatory EPA trainings. Level I was mandatory to become a contracts PO. I took it upon myself to complete Level II COR to become so that I could take on more work and become more versed and educated. Communications through email, phone and Teams is done regularly and as needed for efficacy and transparency. I work together with technical staff and others as needed, as teams on different sites and complex issues to discuss and determine outcomes and resolutions. I work independently daily, with little to no supervision, informing my manager only when the need arises or a situation escalates beyond my control; and not for day to day activities. Essentially, there has been no gap in work productivity and efficacy by me working remotely. I would save the government funding in travel as I live in North Fort Worth, TX. I take public transportation which takes 2 hours to travel to and from work each way; time that can be spent working instead of being on public transportation. I also could save on emissions using gas to drive back and forth to and from the train station and sitting in traffic; as well as the expensive daily parking rate that could be avoided.

## **Ex. 6 Personal Privacy (PP)**

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Timothy M. Hall	<b>Job Title &amp; Grade:</b> Budget Analyst GS-12
<b>AAship/Region and Division:</b> Region 6, Mission Support Division	<b>Address of Official Agency Worksite:</b> 201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6429	<b>Employee's Work E-mail Address:</b> hall.timothy@epa.gov
<b>First-line Supervisor:</b> Heather Chandler	<b>First-line Supervisor's Work Phone:</b> 214-665-8032
<b>Proposed Start Date:</b> 13Mar2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>19Jan2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

All assigned duties as funds control officer(FCO) for ORA, ORAXA, ORAC, MSD and non-pay BIL have been achieved ren

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Hall, Timothy	Digitally signed by Hall, Timothy Date: 2022.03.02 10:18:40 -06'00'	<b>Date:</b> Mar 2, 2022
<b>Supervisor's Signature:</b> HEATHER CHANDLER	Digitally signed by HEATHER CHANDLER Date: 2022.03.07 13:41:34 -06'00'	<b>Date:</b> 3/7/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.31 07:09:42 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Hall, Timothy – Remote Work Text

All assigned duties as funds control officer(FCO) for ORA, ORAXA, ORAC, MSD and non-pay BIL have been achieved remotely since Dec 2021. My duties use automated systems such as CBOR, NGGS, Concur, EAS and Compass financial/data warehouse. In accomplishing these duties, I have complete access to the EPA network using the provided VPN and personal access via phone and MS teams. Having worked in a remote environment since joining EPA, all assigned task have been completed within the allotted time and has not been affected mission operational capacities. Some of these duties included, funding travel authorizations/vouchers, supply purchases, contract and grant funding.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Sunita Baniya	<b>Job Title &amp; Grade:</b> Environmental Engineer - GS-12/0819
<b>AAship/Region and Division:</b> EPA, Region 6, Land Chemical and Redevelopment Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 2146657121	<b>Employee's Work E-mail Address:</b> baniya.sunita@epa.gov
<b>First-line Supervisor:</b> Hrushikesh Shah	<b>First-line Supervisor's Work Phone:</b> 214-665-6457, 469-515-1379
<b>Proposed Start Date:</b> 02/27/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/12/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have been performing my work from alternate work location as effectively as from the office during the pandemic. The tasks or work assignments I have been assigned can be performed without being in the Agency's work-site and I have been doing that even more efficiently in past two years. My major job responsibilities include: RCRA permit oversight of Region 6 State's and provide input on timely manner, update and organize permit review database , manage and organize RCRA related correspondences, coordinate, organize and hold conference calls with the state permit writers, conduct weekly huddle meeting to provide update on the ongoing projects, conduct NEPA and FOIA reviews when necessary. I was not in Job Hazard Analysis (JHA) in previous years that requires baseline physical check-up for the employees.

Working from remote work location not only saves time for commuting but also increases the productivity of work. I have been more productive by using the time I would spend in commute in planning and working. Working in an environment free of distractions helps me stay focused on my job and critical matters. Over the last two years, I have demonstrated

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> SUNITA BANIYA <small>Digitally signed by SUNITA BANIYA DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=SUNITA BANIYA, 0.9.2342.19200300.100.1.1=68001003808053 Date: 2022.02.18 10:15:23 -06'00'</small>	<b>Date:</b> 02/16/2022
<b>Supervisor's Signature:</b> HRUSHIKESH SHAH <small>Digitally signed by HRUSHIKESH SHAH DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=HRUSHIKESH SHAH, 0.9.2342.19200300.100.1.1=68001003855674 Date: 2022.02.22 13:30:53 -06'00'</small>	<b>Date:</b> 2/22/22
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES <small>Digitally signed by CECIL RODRIGUES Date: 2022.04.19 08:39:29 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Baniya, Sunita – Remote Work Text

I have been performing my work from alternate work location as effectively as from the office during the pandemic. The tasks or work assignments I have been assigned can be performed without being in the Agency's work-site and I have been doing that even more efficiently in past two years. My major job responsibilities include: RCRA permit oversight of Region 6 State's and provide input on timely manner, update and organize permit review database , manage and organize RCRA related correspondences, coordinate,organize and hold conference calls with the state permit writers, conduct weekly huddle meeting to provide update on the ongoing projects, conduct NEPA and FOIA reviews when necessary. I was not in Job Hazard Analysis (JHA) in previous years that requires baseline physical check-up for the employees.

## Ex. 6 Personal Privacy (PP)

### Ex. 6 Personal Privacy (PP)

Based on my job function, working from AWL will not diminish the agency's ability to accomplish its mission and meet its operational goals. I will be even more productive and able to perform all work assignments equally effectively with respect to quality, quantity, and timeliness at the remote work location. I will be capable and available anytime to join virtual meetings/ conference calls with co-workers, supervisors, and State partners to maintain organizational requirements regarding communication and respond in a timely manner.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Aunjane E. Gautreaux	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist, Grade 13 - Step 8
<b>AAship/Region and Division:</b> EPA Region 6, Air and Radiation Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270
<b>Employee's Work Phone:</b> 214-665-7127	<b>Employee's Work E-mail Address:</b> gautreaux.aunjane@epa.gov
<b>First-line Supervisor:</b> Frances Verhalen	<b>First-line Supervisor's Work Phone:</b> 214-665-2172
<b>Proposed Start Date:</b>	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/13/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

\* As a Project Officer, Tribal Air Coordinator, and Contract Officer Representative, all of my work is portable and conducted using a computer or telephone. By working under RWL, I will be able to focus on my duties and cut down on inherent (in-person) office distractions. Additionally, the agency will be able to save costs on space, electricity, and other Region 6 operational expenses related to accommodating presence in the office.

**Approval/Disapproval (attach documentation):**



Approved



Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> AUNJANEE GAUTREAUX	<small>Digitally signed by AUNJANEE GAUTREAUX DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=AUNJANEE GAUTREAUX, 0.9.2342.19200300.100.1.1=68001003655654 Date: 2022.03.02 08:55:35 -06'00'</small>	<b>Date:</b> 3/2/2022
<b>Supervisor's Signature:</b> FRANCES VERHALEN	<small>Digitally signed by FRANCES VERHALEN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=FRANCES VERHALEN, 0.9.2342.19200300.100.1.1=68001003655710 Date: 2022.03.14 13:29:47 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	<small>Digitally signed by CECIL RODRIGUES Date: 2022.04.22 20:13:32 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**


**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> ANTHONY W SUTTICE	<b>Job Title &amp; Grade:</b> ENVIRONMENTAL PROTECTION SPECIALIST - GS13
<b>AAship/Region and Division:</b> REGION 6	<b>Address of Official Agency Worksite:</b> 1201 ELM ST, DALLAS, TX 75270
<b>Employee's Work Phone:</b> 214-665-8590	<b>Employee's Work E-mail Address:</b> SUTTICE.ANTHONY@EPA.GOV
<b>First-line Supervisor:</b> NELLY SMITH	<b>First-line Supervisor's Work Phone:</b> 214-665-7109
<b>Proposed Start Date:</b> ASAP	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-8590	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>   <b>Suttice, Anthony</b> Digitally signed by Suttice, Anthony DN: cn=Suttice, Anthony, email=Suttice.Anthony@epa.gov Date: 2022.02.24 14:04:04 -06'00'	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/12/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

(1) Utilize the 3 hrs in travel each day for work

Ex. 6 Personal Privacy (PP)

(3) Full office at home (INTERNET, FAX, SCANNER/COPIER, SECURITY CAMERAS, AND OFFICE PHONE)

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

Suttice, Anthony

Digitally signed by Suttice, Anthony  
DN: cn=Suttice, Anthony,  
email=Suttice.Anthony@epa.gov  
Date: 2022.02.02 13:21:00 -06'00'

Date:

Supervisor's Signature:

NELLY SMITH

Digitally signed by NELLY SMITH  
DN: cn=US, o=U.S. Government, ou=Environmental Protection  
Agency, cn=NELLY SMITH,  
0.9.2342.19200300.100.1.1=68001003655673  
Date: 2022.02.24 13:33:04 -06'00'

Date:

AA/RA (or designee) Signature:

CECIL RODRIGUES

Digitally signed by CECIL RODRIGUES  
Date: 2022.03.29 17:41:28 -04'00'

Date:

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



## Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No <input checked="" type="checkbox"/>	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature Suttice, Anthony  
Digitally signed by Suttice, Anthony  
 DN: cn=Suttice, Anthony,  
 email=Suttice.Anthony@epa.gov  
 Date: 2022.01.27 10:14:54 -06'00'

Supervisor Signature NELLY SMITH  
Digitally signed by NELLY SMITH  
 DN: o=US, ou=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=NELLY SMITH,  
 0.9.2342.19200300.100.1.1=6800100365  
 5475  
 Date: 2022.02.25 08:19:37 -06'00'

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Bruce Fitch	<b>Job Title &amp; Grade:</b> Public Affairs Specialist
<b>AAship/Region and Division:</b> EPA Region 6 Office of External Affairs	<b>Address of Official Agency Worksite:</b> www.epa.gov/region6
<b>Employee's Work Phone:</b> 214-665-2751	<b>Employee's Work E-mail Address:</b> fitch.bruce@epa.gov
<b>First-line Supervisor:</b> Janie Acevedo	<b>First-line Supervisor's Work Phone:</b> 214-665-2120
<b>Proposed Start Date:</b> March 1, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have a dedicated office with ultra-high speed fiber internet, a dedicated phone line and an internet hub and all the equipment needed for remote operations. The past two years have proven that everything I need to do to support Web, multimedia, and Special Emphasis Program manager requirements can be done remotely. The only possible issue is photographic support for regional events which I provided in the past. My thinking on this is with the new approach to remote work we are having to rethink the way we hold all-employee events which are now being held virtually are being video recorded and posted online. This not only replaces still photography but enhances the user experience because the entire event is available for download and viewing by any interested employee. Other than that, the Agency has provided me with the equipment and software to accomplish any Web production or multimedia requirements, including video productions, editing, and posting to Agency platform.

The other reason I would like to work remotely is because my wife has immune deficiency health issues that could be life

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Fitch, Bruce	Digitally signed by Fitch, Bruce Date: 2022.02.18 11:21:10 -06'00'	<b>Date:</b> February 18, 2022
<b>Supervisor's Signature:</b> Janie Acevedo	Digitally signed by Janie Acevedo Date: 2022.03.17 14:16:42 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.31 07:12:37 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Fitch, Bruce – Remote Work Text

I have a dedicated office with ultra-high speed fiber internet, a dedicated phone line and an internet hub and all the equipment needed for remote operations. The past two years have proven that everything I need to do to support Web, multimedia, and Special Emphasis Program manager requirements can be done remotely. The only possible issue is photographic support for regional events which I provided in the past. My thinking on this is with the new approach to remote work we are having to rethink the way we hold all-employee events which are now being held virtually are being video recorded and posted online. This not only replaces still photography but enhances the user experience because the entire event is available for download and viewing by any interested employee. Other than that, the Agency has provided me with the equipment and software to accomplish any Web production or multimedia requirements, including video productions, editing, and posting to Agency platform.

## **Ex. 6 Personal Privacy (PP)**

Another reason I like working remotely is because doing Web or multimedia work takes intense concentration and when I'm working in the office, I am constantly interrupted by well-meaning people who have questions or have issue they want to discuss. I don't want to be rude or antisocial, but by working remotely, I can better handle my time and the support I can give to other people.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Marcia Elizabeth Moncrieffe	<b>Job Title &amp; Grade:</b> Attorney & Grade 15-09
<b>AAship/Region and Division:</b> Region 6, Office of Regional Counsel	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270-2102
<b>Employee's Work Phone:</b> 214-665-7343	<b>Employee's Work E-mail Address:</b> moncrieffe.marcia@epa.gov
<b>First-line Supervisor:</b> Russell Murdock	<b>First-line Supervisor's Work Phone:</b> 214-665-3189
<b>Proposed Start Date:</b> May 23, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">         Ex. 6 Personal Privacy (PP)       </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>4/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Please see attached memo. Thanks, MM

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> MARCIA MONCRIEFFE	<small>Digitally signed by MARCIA MONCRIEFFE DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=MARCIA MONCRIEFFE, 0.9.2342.19200300.100.1.1=68001003655540 Date: 2022.04.20 10:05:46 -05'00'</small>	<b>Date:</b> April 20, 2022
<b>Supervisor's Signature:</b> RUSSELL MURDOCK	<small>Digitally signed by RUSSELL MURDOCK Date: 2022.05.19 10:41:11 -05'00'</small>	<b>Date:</b> 5/19/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 21:50:06 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## **MEMORANDUM**

**SUBJECT:** Appendix D -EPA-AFGE Remote Work Application/Agreement  
**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals**

**FROM:** Marcia Elizabeth Moncrieffe

**TO:** Russell Murdoch  
Chief, RCRA Legal Branch

**DATE:** April 19, 2022

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Please accept this memorandum in response to the referenced subject. My response addresses the benefits of me performing all my duties effectively and efficiently from my Remote Work Location ("RWL") to the Environmental Protection Agency ("EPA") and the Environment, followed by the benefits to me that directly benefit the work I do at EPA. First, I would like to take this opportunity to reintroduce myself.

Over twenty-five years ago, I started my public service career at the EPA, R6 to fulfil an ambition of mine to practice law and with a central goal to help resolve issues and improve the human condition. Over the years, I have remained at EPA because I still enjoy the work I do and have the capacity and ability to contribute in an extraordinary manner as I endeavor daily to perform outstandingly. If you should ask me how I see myself when I show up to work, I would tell you, I am outstanding. It is this outstanding contribution I have brought to EPA every day I sign-on to work, and since this attribute is inherent in my nature and fostered by my upbringing, I have done my work effectively and efficiently for these twenty-five plus years without the need of supervision.

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

I am consistent, dutiful, and of equal importance, I am effective and efficient. I know how to get the work done well and in a timely manner. I present this introduction and the points that follow with humility and with the knowledge that I am human. I remain a student eager to learn and willing to apply my knowledge. I do not need to be right, but I am keen on getting it right and this is just a glimpse of my personality and the vigor I place in my work each day I sign-on to work at EPA, R6.

### **Benefits to EPA/Environment**

**Work Product:** Over my years at EPA, whenever I would work from my alternate location,<sup>1</sup> the quantity of my work-product increased tremendously and without any negative impact on the quality of my work. Importantly, my supervisors (past and present) have confidence in my independent and performance and have afforded me the maximum flexibility

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<sup>1</sup> The phrase "alternate location" is used in this memorandum to denote the very location that will now be referenced as my RWL.



allowed to work remotely. I can easily share that the amount of work I can accomplish from my RWL as compared to working in the office is at the very least 3:1. My supervisors, colleagues, and opposing counsels (past and present) can only say honestly that I am always reachable and assessable. I endeavor to be responsive to requests, whether fully or partially within 24 hours, and I cannot recall a deadline that I missed.

My experience working remotely has shown me that my RWL has been and continues to be the best for EPA, because I can work within the approved schedule and accomplish far more work than working from the office. Working in cubes that are not conducive for concentration and where calls are too often interrupted by the buzzing of the office environment creates unnecessary distractions. For example, invariable when I had an impromptu call with an opposing counsel, I would have to break the call and ask for quiet or for someone who had an office to please close their door. Overall, my RWL is peaceful, not congested, and without distraction and interruption. I am able to produce in a timely manner the quantity and quality of work that the office environment cannot support.

**Cost to EPA:** I reside within a 50-mile radius of the R6 Regional Office. Therefore, whenever I would be needed in the office, the cost to EPA would be de minimis and would only be worthwhile for me to complete a travel authorization to comply with the requirements of working from a RWL. As evidence, I have not reported to the EPA, R6 office for work since February 2019, and the only time I have been to the new location was on February 2, 2022, to update my PIV. If I should use this data to estimate the cost to EPA for potential trips to the office, a best estimate would be that the number of trips to the office would be less than three per year and these trips would not require any transit cost from EPA. Mostly likely, as I did on February 2, 2022, I would be dropped-off and picked-up by my driver.

**Portability of my Work:** My work is 100% portable, and in this internet age, I have access to all the tools and resources I need at my RWL to perform my work effectively and efficiently. For example, several years ago, with the approval of my then supervisor, I was allowed to work remotely and was able to retrieve and analyze data to help develop the R6 Data Mining Program for the RCRA Enforcement Branch in R6, which the team recently received a national silver medal for our work. In that very year, I settled over 27 administrative cases for millions of dollars and with tons of pollution reductions/prevention while maintaining my other judicial and multimedia cases. Also, I continued to support the Title VI program, and executed well my role as the regional coordinator of the national self-audit program, as I interfaced with my EPA (HQs and R6) and state colleagues, opposing counsel, and DOJ. I was instrumental in establishing and making the R6 Data Mining Program the success it is today, and much of the work I did was done remotely.

For the 27 cases referenced above, it is worthwhile to emphasize, I can only recall one or two in-person meetings with two separate attorneys when I conducted fact to face meetings. Except for the one or two meetings, the negotiations were done by conference calls and written communications were mostly electronically. More recently, specifically since 2019 to this current date, all my work performed for EPA have been conducted from my alternate location, with amazing results, and without any issues raised because the interaction were not face-to-face. Actually, quite the contrary, several opposing counsel and colleagues have also embrace having

meetings by TEAMS or conference calls and have applauded the efficiency of these options. These almost three years are emblematic of previous periods when I worked at my alternative location, and performed my duties more effectively “with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing the EPA’s mission” as compared to working for agency’s worksite.

However, if I am approved for Remote Work and would be required to report to the agency’s worksite, I would have no objections, as long as I am not on leave or am not scheduled to be on leave that I cannot change.

**Technology:** Technology has made it so much easier to interface with managers, colleagues, and all stakeholders (internal and external). I have managed all my work communications and with ease from my RWL. Also, I have options to move between different services if needed. For example, I have the EPA computer, my cell phone, and a land line. Actually, I find that my negotiations are more effective using technology like TEAMS for example, rather than in person. No longer am I exposed to inappropriate questions and unwanted gazes during in-person meetings or having to expend energy to maintain my personal space. The technology allows for more focus on the substantive reason for meetings and the goal of finding a resolution.

Since my years at EPA, employees have been required to manage information with a standard of care that is addressed through our mandatory and annual electronic trainings. Trainings cover subject matter such as Security and Privacy Awareness, Controlled Unclassified Information, Mandatory Records Management Training, and Confidential Business Information (“CBI”). These training and other information provided by the agency help to make me fully aware about the importance of adhering to the guidelines of how to properly manage information for EPA. Working from my RWL actually enhancing the security of EPA’s information as the information is either on my EPA’s computer or in a secured location that I have exercised due diligence to keep fully secured.

And specifically for CBI, I was informed from EPA’s HQs office and Region 6’s office of the electronically secured portals, which we can share with entities to submit documents for which they assert CBI. I will continue to adhere to EPA’s longstanding system in place to store, manage, and view CBI data. Working from my RWL will not impede and/or compromise my compliance with EPA’s data management requirements.

**Supplies:** I am so very thankful that I can work remotely and obtain my own supplies for work. And as a note, when I worked from the office, I had the misguided notion that supplies would always be available. Often the printers would be out of paper, did not work, and/or there would be a queue to print. Also, too often, just having pens that write was a problem. Now I rely on myself for supplies and I am never disappointed. Working from my RWL, I have all the amenities that allow me to be productive and without the annoyance of malfunctioning machines and queues that cause the work to be mistakenly retrieved and placed elsewhere with cost to resources and loss of productivity.

### **Benefits to me**

Actually, the benefits to me working from my RWL benefits EPA/Environment as well. A happier and healthier worker makes for a more productive worker.

**Health Benefits:** Invariably when I worked from the office the indoor air was so

### **Ex. 6 Personal Privacy (PP)**

consistently from my RWL. The evidence was clear, all you had to do was to look at the vents. I often wondered if they were ever cleaned. I find that I use fewer sick days when I work from my RWL because I am healthier. Admittedly, I am still apprehensive about the COVID-19 pandemic and about sharing common indoor spaces like elevators and rest-rooms on a regular basis.

**Safety:** Working from my RWL allows me to use early mornings and late evenings to do most of my reading and writing undisturbed, which I find to be most productive as I can leave the middle of my days for calls. This routine has proven well for my productivity. Further, it allows me to start and end my work day without the worry of leaving my home too early or the office too late, which increases the potentiality for negative encounters with criminality. Not having to navigate these factors on the road or in the parking lots increases my sense of security and safety.

**Environmental footprint:** Not having to drive to work is indeed a gift to me and to the Environment.

**Cost to me:** Though the difference in monetary cost to me is de minimus, the human cost has lessened tremendously since I have been working consistently from my RWL. In what was supposed to be the most stressful period of our lives, living and navigating a pandemic, I found that working in my own space and without distraction has increased my emotional quotient. In short, I am most happy working from my RWL and the correlation between my happiness and my productivity has a high, positive relation.

Thank you for taking the time to read this attachment as I remain available if you have additional questions.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Merylen Haynes	<b>Job Title &amp; Grade:</b> Environmental Specialist 0028 12/10
<b>AAship/Region and Division:</b> Cecil Rodrigues/R6/ORR	<b>Address of Official Agency Worksite:</b> 1201 Elm St., Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7174	<b>Employee's Work E-mail Address:</b> haynes.merylen@epa.gov
<b>First-line Supervisor:</b> Janie Acevedo	<b>First-line Supervisor's Work Phone:</b> 214-665-2120
<b>Proposed Start Date:</b>	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 8</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>Performing my duties are done using a computer as it is in the office. I have a home office equipped with a desk, an ergonomic chair, laptop, monitor, printer, file cabinet, office supplies and a desk lamp and phone, to get my work done. I can be effective because my task and projects rely/involve multimedia, using software technology to help. Phones call and MS teams assist in communication. Using graphics design software to create my projects from home will not become less in accomplishing the agency's mission. It's essential to set boundaries, that is easy for me, I'm an empty nester.</p> <p>Approval of this request will not diminish the agency's ability to accomplish its mission. The significant benefits is it will aid in reducing travel time and the stress of commuting.</p>		
<p><b>Ex. 6 Personal Privacy (PP)</b></p>		<p><b>Ex. 6 Personal Privacy (PP)</b></p>
<p>Remote would provide greater flexibility, positive impact on the environment (no travel nor traffic), improves performance and productivity by providing a distraction-free work environment for designing. reduces personal costs and allows Government services to continue during emergency</p> <p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p><b>Employee's Signature:</b></p> <p>MERYLEN HAYNES</p>		<p>Digitally signed by MERYLEN HAYNES Date: 2022.03.23 15:36:49 -05'00'</p> <p><b>Date:</b> 3/23/2022</p>
<p><b>Supervisor's Signature:</b></p> <p>JANIE ACEVEDO</p>		<p>Digitally signed by JANIE ACEVEDO Date: 2022.03.23 15:51:43 -05'00'</p> <p><b>Date:</b></p>
<p><b>AA/RA (or designee) Signature:</b></p> <p>HELENA WOODEN-AGUILAR</p>		<p>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.07 00:28:35 -04'00'</p> <p><b>Date:</b></p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Haynes, Merylen - Remote Work Text

Performing my duties are done using a computer as it is in the office. I have a home office equipped with a desk, an ergonomic chair, laptop, monitor, printer, file cabinet, office supplies and a desk lamp and phone, to get my work done. I can be effective because my task and projects rely/involve multimedia, using software technology to help. Phones call and MS teams assist in communication. Using graphics design software to create my projects from home will not become less in accomplishing the agency's mission. It's essential to set boundaries, that is easy for me, I'm an empty nester.

Approval of this request will not diminish the agency's ability to accomplish its mission. The significant benefits is it will aid in reducing travel time and the stress of commuting. (With the new DART schedule, they canceled the route that I was taking from McKinney, where I stay to downtown Dallas.) Remote would provide greater flexibility, positive impact on the environment (no travel nor traffic), improves performance and productivity by providing a distraction-free work environment for designing, reduces personal costs and allows Government services to continue during emergency situations.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Samuel Reynolds	<b>Job Title &amp; Grade:</b> Project Officer GS-13 Step 7
<b>AAship/Region and Division:</b> State and Tribal Programs, R6, Water	<b>Address of Official Agency Worksite:</b> 1201 Elm St. Suite 500, Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-6682	<b>Employee's Work E-mail Address:</b> reynolds.samuel@epa.gov
<b>First-line Supervisor:</b> Nelly Smith	<b>First-line Supervisor's Work Phone:</b> 214-665-7109
<b>Proposed Start Date:</b> February 28th 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> Ex. 6 Personal Privacy (PP)	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">Reynolds, Samuel</div> <div>                         Digitally signed by Reynolds, Samuel                          DN: cn=Reynolds, Samuel,                          email=Reynolds.Samuel@epa.gov                          Date: 2022.02.25 10:03:51 -06'00'                     </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/26/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>Senior Project Officer in the State &amp; Tribal Programs Section and I have more than enough work to fulfill a 40Hr work week at the description of Environmental Protection Specialist. <b>Ex. 6 Personal Privacy (PP)</b></p> <p><b>Ex. 6 Personal Privacy (PP)</b> I manage a very large number of tribal grants and special duties consistently in a timely manner. I have been able to accomplish all of my duties through my EPA Laptop and will continue to do so upon approval. I have all the resources needed to perform my task, such as a good work space communication tools and a printer all in a comfortable environment. All of my work is 100% portable. I agree to return to the office upon my supervisor's request and will continue to comply with the written terms of the agreement.</p>	
<p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p><b>Employee's Signature:</b> SAMUEL REYNOLDS</p> <p><small>Digitally signed by SAMUEL REYNOLDS  DN: cn=US, o=U.S. Government, ou=Environmental Protection Agency, cn=SAMUEL REYNOLDS,  0.9.2342.19200300.100.1.1=68001003655665  Date: 2022.02.01 14:16:43 -06'00'</small></p>	<p><b>Date:</b></p>
<p><b>Supervisor's Signature:</b> NELLY SMITH</p> <p><small>Digitally signed by NELLY SMITH  DN: cn=US, o=U.S. Government, ou=Environmental Protection Agency, cn=NELLY SMITH,  0.9.2342.19200300.100.1.1=68001003655673  Date: 2022.02.25 13:05:19 -06'00'</small></p>	<p><b>Date:</b></p>
<p><b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES</p> <p><small>Digitally signed by CECIL RODRIGUES  Date: 2022.03.30 11:34:40 -04'00'</small></p>	<p><b>Date:</b></p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.





# *Certificate of Completion*

For:

***Telework Fundamentals - Employee Training***

Presented to:

***Samuel Reynolds***

July 29, 2019



## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Robert Slane	<b>Job Title &amp; Grade:</b> Physical Scientist / GS-11
<b>AAship/Region and Division:</b> Region 6 / Drinking Water	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, TX 75270
<b>Employee's Work Phone:</b> 214.665.3170	<b>Employee's Work E-mail Address:</b> slane.robert@epa.gov
<b>First-line Supervisor:</b> Angela Restivo	<b>First-line Supervisor's Work Phone:</b> 214.665.7123
<b>Proposed Start Date:</b> 04/25/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/12/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My duties include data processing of state and tribal samples for upload into SIDWIS, Drinking Water specific GIS mapping, a point of contact for 5 regional tribes, Arkansas state program backup coordinator, and the regional Source Water Protection liaison for tribes. I have been performing these duties 100% remotely since joining the EPA in November of 2020. During this time there has been no point where my duties were impeded from long term remote working. All areas of my responsibility are either performed via a computer or through phone conversations.

**Approval/Disapproval (attach documentation):**



Approved



Disapproved (cite reason(s) below)

**Employee's Signature:**

Robert Slane

Digitally signed by Robert Slane  
Date: 2022.04.13 12:42:19  
-05'00'

**Date:**

04/13/2022

**Supervisor's Signature:**

ANGELA RESTIVO

Digitally signed by ANGELA  
RESTIVO  
Date: 2022.04.13 15:36:53 -05'00'

**Date:**

04/13/2022

**AA/RA (or designee) Signature:**

ACWA

**Date:**

07/13/2022

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



## Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature Robert Slane Digitally signed by Robert Slane  
Date: 2022.04.12 14:49:44  
-05'00'

Supervisor Signature ANGELA RESTIVO Digitally signed by ANGELA RESTIVO  
Date: 2022.04.13 15:57:21  
-05'00'

# *Certificate of Completion*

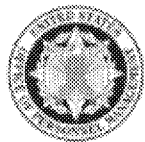
For:

## *Telework Fundamentals - Employee Training Essentials of Telework*

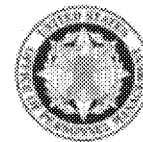
*NOTE: This certificate is for lesson 1 of 5 of this course.  
You must possess certificates for all 5 lessons of this course to show completion of the course.*

Presented to:


*Robert W Slane*



April 11, 2022



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Brian Fontenot	<b>Job Title &amp; Grade:</b> Physical Scientist GS 13
<b>AAship/Region and Division:</b> Region 6	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7286	<b>Employee's Work E-mail Address:</b> fontenot.brian@epa.gov
<b>First-line Supervisor:</b> Karen McCormick	<b>First-line Supervisor's Work Phone:</b> 214-665-8365
<b>Proposed Start Date:</b> April 1, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-7286	<b>Alternate Phone Number (if available):</b> <div>Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div> <b>BRIAN FONTENOT</b> Digitally signed by BRIAN FONTENOT DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRIAN FONTENOT, 0.9.2342.19200300.100.1.1=68001003655763 Date: 2022.03.14 14:36:40 -05'00'</div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/20/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My duties as a physical scientist in the Marine, Coastal, and Nonpoint Source Section include creating, editing, reviewing, and commenting on documents, datasets, and presentations as well as attending and participating in regular webinars and meetings with staff from multiple EPA regions and state agencies in virtual formats. I have been able to carry these duties out seamlessly during the Agency's maximum telework period and have even received a Distinguished rating while working remotely full time during FY21. I have also carried out a remote detail for EPA HQ for 20% of my time since March 2021 so remote teamwork is something I'm familiar with. My regular work duties do not require access to the office or any equipment beyond my agency issued computer and I maintain good communication with my colleagues and manager so working remotely will not hinder my ability to accomplish tasks or achieve the Agency's goals. I have reviewed the remote work agreement and will abide by the rules therein. I have all required equipment to accomplish my duties remotely and will adhere to guidance and policy for timekeeping, leave, and records management. Additionally, if the agency needs me to report to the office for a meeting or important event, my RWL is in the commuting area.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> BRIAN FONTENOT	<small>Digitally signed by BRIAN FONTENOT DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRIAN FONTENOT, 0.9.2342.19200300.100.1.1=68001003655763 Date: 2022.03.14 14:37:27 -05'00'</small>	<b>Date:</b> 3-14-2022
<b>Supervisor's Signature:</b> KAREN MCCORMICK	<small>Digitally signed by KAREN MCCORMICK DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=KAREN MCCORMICK, 0.9.2342.19200300.100.1.1=68001003655557 Date: 2022.03.15 12:53:57 -05'00'</small>	<b>Date:</b> 3-15-2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	<small>Digitally signed by CECIL RODRIGUES Date: 2022.04.13 14:21:23 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.





## Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

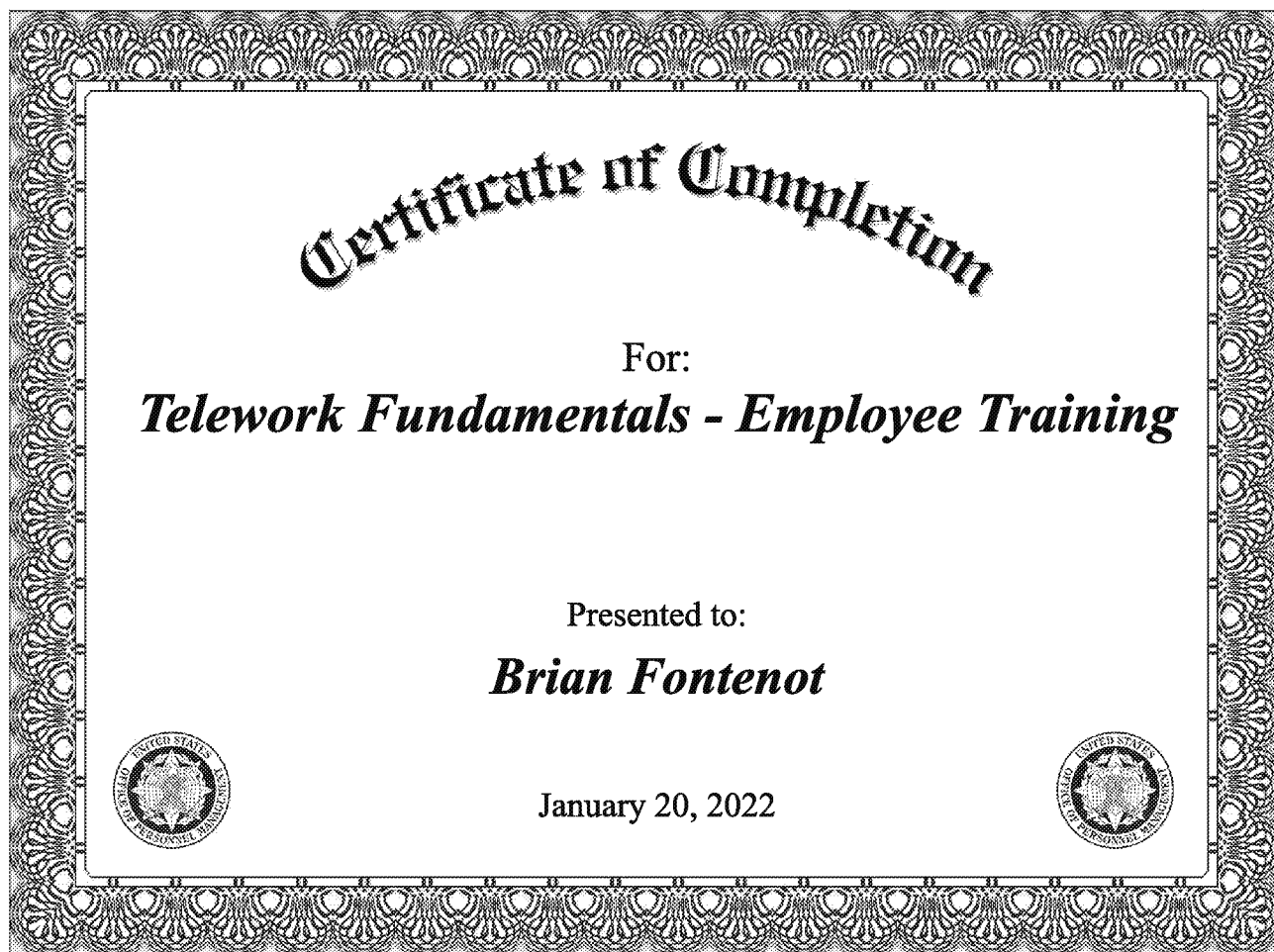
*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature **BRIAN FONTENOT**  
Digitally signed by BRIAN FONTENOT  
 DN: c=US, o=U.S. Government,  
 ou=Environmental Protection Agency, cn=BRIAN FONTENOT,  
 c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRIAN FONTENOT  
 Date: 2022.03.14 14:38:18 -0500

Supervisor Signature **KAREN MCCORMICK**  
Digitally signed by KAREN MCCORMICK  
 DN: c=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=KAREN MCCORMICK,  
 c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=KAREN MCCORMICK  
 Date: 2022.03.15 12:54:53 -0500

Print this certificate

Close this window



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Donnie Mae Hazle	<b>Job Title &amp; Grade:</b> Financial Management Specialist, GS-0501/13-7
<b>AAship/Region and Division:</b> R6, MSD, Comptroller Branch, Budget Operations Section	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7105	<b>Employee's Work E-mail Address:</b> hazle.donnie@epa.gov
<b>First-line Supervisor:</b> Heather Chandler	<b>First-line Supervisor's Work Phone:</b> 214-665-8032
<b>Proposed Start Date:</b> April 24, 2022 or May 8, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>not available</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.) Telework training taken on 2/22/2022. certificates attached.	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Please see the attached memo and files.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Donnie Hazle, 214-665-7105	Digitally signed by Donnie Hazle, 214-665-7105 Date: 2022.04.18 12:24:36 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> <i>Heather Chandler</i> Region 6 Budget Officer	Digitally signed by Heather Chandler Date: 2022.04.18 15:36:16 -05'00'	<b>Date:</b> 04/18/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 13:20:45 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

REGION 6  
1201 ELM STREET, SUITE 500  
DALLAS, TEXAS 75270

April 14, 2022

**MEMORANDUM**

**SUBJECT:** Request for Full Time Remote Work for Donnie Hazle

**FROM:** Donnie Hazle  
Financial Specialist, Budget Operations Section, 6MDCB

**THRU:** Heather Chandler  
Chief, Budget Operations Section, 6MSDCB

**TO:** Cecil Rodrigues  
Acting Deputy Regional Administrator, Region 6

I am requesting approval for full-time remote work. I live in the local commuting area for the Region 6 Dallas Office. My attached position of record is position description (PD) number V17006X; my official title is Financial Management Specialist and Grade/Series: GS-0501/13-7.

**Ex. 6 Personal Privacy (PP)**

**Justification for Remote Work:**

Prior to March 2020, I did not regularly telework. Since March 2020, and through the current maximum telework status, I have successfully performed all job duties and responsibilities from my current residence. During this time, my level of performance continues to be at satisfactory or above. My

**Ex. 6 Personal Privacy (PP)**

respectively. I have demonstrated that my work is fully portable (list of duties attached). My performance aligns with and supports the Agency's mission, accomplishments, and meeting operational goals. I continue to provide an exceptionally high level of customer service by being responsive to customers. I respond to most emails within 15-30 minutes. I rarely miss video or telephone calls. If a call is missed due to a meeting, etc., I contact the caller within a half-hour or otherwise respond to let them know my availability. I use a camera with meetings and calls so that the callers have a face to go with the voice. I have a strong work ethic. While at work, I do only work. I have received no adverse or disciplinary action for my performance before or during the current maximum telework.

**The Pros for the Agency/Region 6 resulting from remote work:**

- Less office equipment and space required. My office space, computer monitor, chair, phone, etc., can be reassigned to other employees. I will supply my own office supplies.
- Eventually, the Agency can reduce operational costs by downsizing into smaller footprints.
- Working remotely allows fewer interruptions, resulting in a better work product. Office workspace setups are not conducive to full concentration on the task at hand as ambient noise from surrounding conversations from cubicles, hallways, etc., is distracting.

- My job requires concentration and accuracy as it involves the Region's many budgets. When working in the office, interruptions were frequent and repetitive. During full-time telework, I get more done in the day as unplanned interruptions are reduced at least 80%.
- Using this link: <https://www3.epa.gov/carbon-footprint-calculator/>, I found that by not commuting to the office daily, saves over 9658 lbs/CO<sub>2</sub> per year from being emitted into the air. The CO<sub>2</sub> reductions help with the overall emission reductions, including fine particulate matter (PM2.5), and improves the air quality in the Dallas/Fort Worth area.

**PROS for the Employee working remotely:**

- My home office contains an adjustable office chair, a multipurpose printer for print/email/scan, and a 46-inch monitor for the laptop. The desk is like the office and is composed of 2 - 24" x 48" cubicle component tables that are adjustable to accommodate my stature.
- Reduction in commute to work. My current commute is 23.3 miles each way. While the miles seem few, I live in an overly congested area. The commute takes a minimum of 45 minutes each way. Just one minor incident increases the commute time by more than an hour. Before office closure due to Covid-19 my daily commute averaged one hour each way. Public transportation is not an option as my city does not provide viable mass public transportation to/from office. The nearest mass transportation requires a 2-hour commute each way.
- No annual leave required for arriving after my start time due to traffic delays.
- No traffic induced stress/decompression time needed upon arrival to the office.
- No sitting in traffic for hours during baseball, football, and tourist seasons.
- Eliminate costs associated with commute. Prior to full time telework my costs were \$175/month for parking, \$120/month for fuel, and \$100/month for tolls. Even with 80% telework the cost will be \$60/mo. for parking, \$50 for fuel and \$25/mo. for tolls. All will be eliminated with remote work.
- Prevent 9658 lbs/CO<sub>2</sub> per year from being emitted into the air, thus reducing the overall emissions. The air quality index for DFW has been in the red many times in recent years. Every less car on the road can only improve our air quality.
- My family/work-life balance will be better because I won't be away from home for an extra 2+ hours each day.

If I am required to go to the office for training, meetings, or other purposes, I will waive travel expense reimbursement. Since there was no reimbursement for working in the office before maximum telework, I see no need for reimbursement on those rare occasions of coming to the office, should I be approved to work remotely.

My PD does not require face-to-face contact with internal or external customers. Most of my work is solitary or requires daily contact with only 1 or 2 people. All interaction can be accomplished via video calls, as proven in the past two+ years. Interaction through Teams is better for Teamwork because we can electronically share our computer screens instead of hovering over each other in a cubicle looking at one person's monitor.

Thank you for considering my remote work application. I am available for any questions you may have.

Attached:     EPA Form 3181.13 Remote Work Application/Agreement  
                   EPA Form 3181.8 Remote Work Safety Checklist  
                   Telework Training Certificates  
                   New Work Schedule Request Form  
                   Position Description  
                   Partial list of job duties

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Sidrah Khan	<b>Job Title &amp; Grade:</b> Life Scientist GS13 Step 01
<b>AAship/Region and Division:</b> Region 6/ LCRD/PT	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6723	<b>Employee's Work E-mail Address:</b> khan.sidrah@epa.gov
<b>First-line Supervisor:</b> Robert Luschek	<b>First-line Supervisor's Work Phone:</b> 214-665-7148
<b>Proposed Start Date:</b> 04/11/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-6723	<b>Alternate Phone Number (if available):</b> <div>Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/31/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See attached.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

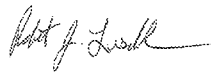
**SIDRAH KHAN**

Digitally signed by SIDRAH KHAN  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=SIDRAH KHAN,  
0.9.2342.19200300.100.1.1=68001003655885  
Date: 2022.04.03 14:17:46 -05'00'

**Date:**

04/03/22

**Supervisor's Signature:**



Digitally signed by Luschek,  
Robert  
Date: 2022.04.05 16:33:47 -05'00'

**Date:**

4/5/2022

**AA/RA (or designee) Signature:**

**HELENA WOODEN-  
AGUILAR**

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.05.09 13:26:25 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Explain how you can perform all of your duties as efficiently from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

My current role in the Pesticide and Toxic section is pesticide import enforcement. My duties include import enforcement, case referral or delegation, outreach, and keeping up to date with the practices of other regional offices and evolving determinations by HQ.

Import enforcement involves processing notice of arrival and reviewing electronic entries, both which are governed by an electronic system. All inspections of shipments are carried out by Customs and Border Protection (CBP) officers, federally credentialed state inspectors, or EPA CID staff. I do not possess FIFRA credentials, nor do other staff on the imports team, thus we are not authorized to conduct inspections.

Case referral or delegation involves working with various parties such as Region 6 ECAD, other regional offices, CID, state lead agency, or CBP. All cases are referred electronically. There is an active sharepoint site where cases are shared cross-regionally with all relevant information attached. ECAD uses a shared folder system which is also electronic. I have completed many cases with CID, SLA, and CBP which entails phone calls and sending information via email. This is a sufficient and standard practice. There is no face-to-face requirement for case referral or any other duties.

Any outreach work is conducted online. In the past CBP port of Dallas has held import trade community workshops which have always been offered online or in person. Training offered to CBP staff are conducted in online presentation through Teams, which is preference of CBP. Any presentations for tribes or other parties are held remotely through an online platform.

Working with other regions or following direction given by HQ on import issues have always been done electronically. Such as through monthly import meetings, work group meetings, and active Teams site. Thus, making all my work portable and can be completed from any location. No office resources are required to complete work.

Prior to 2015, the Imports Team had established an Email Box to handle Paper Notice of Arrivals electronically. This system allows for consistent workload management even during the FY20 and FY21. The table below demonstrates this consistent work management since 2019. Working from a remote location does not impede effective accomplishment of the agency mission.

	FY 2019	FY 2020	FY 2021
Paper Notice of Arrival reviewed	168	169	232
Enforcement Actions	22	34	19

For the foreseeable future I plan to remain in my Dallas suburb home, which is within commutable distance to the EPA Dallas office. In fulfilling my role at EPA there is no instance where I would need to report to the office.

I have developed a comprehensive dependent care plan, which has been piloted and implemented. My dependent care arrangements are sufficient and do not compromise the agency mission.

I have helped carry the pesticide imports program through the pandemic without an issue or hinderance to normal trade activity. This was even with a significant increase in the volume of pesticide disinfectants that were being imported in response to the pandemic.

To be an effective member of the pesticide imports team one must have access to a few databases (OPPIN, ACE, and SSTS) which are done electronically. No member of import team has FIFRA credentials. All members have the same security clearance. Therefore, remote work will not shift any function or responsibility to another employee or require reassignment if I was to remote telework.

In conclusion, I have filled my role as import coordinator for the past 2 years without compromising the imports program in any aspect. During the past 2 years I have never had a disruption to servicing the trade community (brokers, importers etc.), colleagues in other regions, management, team members, state contacts, or the public.

All my work can be performed at another location with equal effectiveness with respect to quality, quantity, timeliness, customer service, and other aspects of accomplishing EPA mission.

None of my work requires face-to-face contact, accessing classified information, involve EPA facilities, involve PPE, or physical presence/site dependent activity.

I truly understand the importance of pesticide import enforcement. This type of enforcement is a safety barrier between consumers and potential toxic or lethal chemicals/devices. I would never compromise the safety of others by seeking remote telework status if I was not confident that I could continue to maintain EPA's mission and fulfill my role.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**



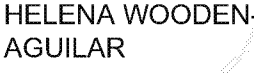
<b>Employee Name:</b> Anna Milburn	<b>Job Title &amp; Grade:</b> Toxicologist, GS-13
<b>AAship/Region and Division:</b> Region 6, SEMD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-8348	<b>Employee's Work E-mail Address:</b> milburn.anna@epa.gov
<b>First-line Supervisor:</b> Brenda Cook	<b>First-line Supervisor's Work Phone:</b> 214-665-7436
<b>Proposed Start Date:</b> 4/24/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/12/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

As a toxicologist my work routinely involves reviewing technical documents, working on site teams to address risk assessment issues and participating on national technical workgroups. I also engage in negotiations with PRPs, ensure consistency with other regional risk programs, meet with State/Federal counterparts and attorneys to provide support for technical decisions (Please see my attached Position Description). My work is similar to other risk assessors working in the Superfund Program. My work is portable and can be completed using my EPA issued laptop. Documents are available electronically and can be accessed from home from the EPA network. I have a limited need a paper files as documents are available electronically. The majority of FOIA responses are also requesting electronic documents. This position is not involved in inspections, permit reviews, regular in person meetings with State counterparts. Site team work is primarily done on Teams meetings as participants are typically not in one location (ie, State counterparts, PRP, etc). My work as a risk assessor only requires in person meetings a few times of year when PRP groups come to the office for negotiation meetings. In a typical year, I would need to come to the office roughly three times a year.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>  Digitally signed by Anna Milburn Date: 2022.03.29 10:49:25 -05'00'	<b>Date:</b> 3/29/2022
<b>Supervisor's Signature:</b>  Digitally signed by Cook, Brenda Date: 2022.04.04 15:22:48 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b>  HELENA WOODEN-AGUILAR Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.28 19:51:06 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Lauren Ray	<b>Job Title &amp; Grade:</b> Environmental Scientist, GS 13
<b>AAship/Region and Division:</b> Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Su. 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> (214) 665-2756	<b>Employee's Work E-mail Address:</b> ray.lauren@epa.gov
<b>First-line Supervisor:</b> Kenneth Johnson	<b>First-line Supervisor's Work Phone:</b> (214) 665-8473
<b>Proposed Start Date:</b> February 27, 2022	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System. See Attachment 1, "Maxiflex Approved Schedule."	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable. See Attachment 2, "EPA Remote Work Self-Certification Safety Checklist."	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/26/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)  See Attachment 3, "Telework Training Certification."	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See Attachment 4, "Justification for Remote Work" for a detailed explanation of how I have been performing my duties from home since March 2020, and performing them at least as effectively as as from the EPA R6 office official duty worksite, how I will continue to effectively perform my duties if approved for remote work, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> <b>LAUREN RAY</b> <small>Digitally signed by LAUREN RAY DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LAUREN RAY, 0.9.2342.19200300.100.1.1=68001003655819 Date: 2022.01.28 12:28:59 -06'00'</small>	<b>Date:</b> January 28, 2022
<b>Supervisor's Signature:</b> <b>KENNETH JOHNSON</b> <small>Digitally signed by KENNETH JOHNSON DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=KENNETH JOHNSON, 0.9.2342.19200300.100.1.1=68001003655464 Date: 2022.02.23 22:16:28 -06'00'</small>	<b>Date:</b> 2-23-2022
<b>AA/RA (or designee) Signature:</b> <b>CECIL RODRIGUES</b> <small>Digitally signed by CECIL RODRIGUES Date: 2022.04.08 13:56:57 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Lauren Ray, R6 Water Division, GW/UIC Section**

**Attachment 4 to EPA-AFGE Remote Application/Agreement**

**Justification for Remote Work**

I meet all the criteria for approval for remote work, per EPA Order 3110.32A, Remote Work Policy, Section VIII, November 17, 2021; and AFGE Council 238 Remote Work Article, Section 8, draft, September 30, 2021. Justification that I meet the criteria are:

- I have been successfully working remotely full time since March 2020.
- One hundred (100) percent of my work is portable and has been portable since beginning remote work in March 2020. I have been able to carry out all work from my alternate work location (home) and will continue to be able to do so.
- My remote work location has all office functions, including a reliable internet connection, printer, telephone, desk with standing desk adapter, and office chair.
- I forward my EPA work phone to my home phone remotely using EC500 and use the remote Idle Appearance function to place calls with my EPA phone number as the caller id.
- I attend meetings with staff, agency customers, and stakeholders on a frequent, often daily basis remotely, via Microsoft Teams and by phone.
- I do not rely on other staff to complete my work due to working remotely. If it is necessary to come into the office in the future to complete an assignment, I will do so without burdening other staff.
- I went to the office just once since beginning remote work in March 2020, to recertify my smart card credentials and upload a retiring staff member's data drive to OneDrive (as this enormous data file was faster to upload on site than remotely). I will come into the office when necessary to carry out my duties and will use shared desk space or "hoteling" office space.
- Working remotely does not have an adverse impact on other offices or programs.
- Tasks or work assignments can be performed at least equally effectively at the remote work location. I am more productive working remotely than working in the office. There are fewer interruptions, especially no distracting office chatter and social visits. I do not leave my alternate workstation to get coffee and lunch but rather quickly prepare lunch and coffee at home.
- My current and future work does not require access to in-office resources. I access documents, databases and websites needed for work via the EPA local area network (LAN), EPA virtual private network (VPN), and through document sharing using Microsoft OneDrive, Microsoft SharePoint, and Dropbox. I print and scan using my home printer. I make and receive phone calls to my EPA office phone number remotely via EC500. I send and receive correspondence as email attachments or via OneDrive and Microsoft Teams shared folders.
- There will be no foreseen disruption to customer service with any agency customers or stakeholders. Since beginning remote work in March 2020, I attend meetings, place and receive calls, and send and respond to emails to and from agency customers and stakeholders. I regularly meet online, participate in and facilitate meetings via Microsoft Teams with the

States of Oklahoma (ODEQ) and Louisiana (LDNR); with national EPA staff (e.g., UIC National Technical Workgroup); and with EPA Region 6 staff (e.g., staff meetings; work team meetings; briefings for the Water Division Director). My internet connection is reliable, with little to no connection disruption or delay. In fact, virtual meetings more often start and end on schedule, without additional chat time, as opposed to in pre-2020 in-person meetings which often too longer due to social discussion and late start to wait for participants to arrive and get settled.

- I do not have duties or work assignments requiring face-to-face customer service or coworker interface. All meetings and work assignments since March 2020 have taken place remotely, using Microsoft Teams and phone. This includes staff meetings, briefings for EPA management, meetings with State partners, workgroup meetings, meetings with staff teams regarding work assignments. Screen share is often used to show presentation slides, agendas, documents, well logs, and other items during meetings. In addition, work assignment data are shared via Microsoft Teams, SharePoint, OneDrive, and as attachments to emails.

## Ex. 6 Personal Privacy (PP)

- I will continue to be available to be recalled to the official agency worksite with reasonable notice (24 hours or less).
- I live within the Dallas office commuting area and will continue to do so. Therefore:
  - There are no relocation costs associated with remote work or recall to the office. There will be minimal commuting costs associated with trips to the agency worksite when necessary or recall to the office (DART rail fare). In addition, remote work saves the agency commuting cost, as well as reducing carbon emissions associated with commuting.
  - I am accessible to the official agency worksite for laptop servicing and repair, if needed.
  - My locality pay does not change.
- As a remote working employee, I will:
  - Continue to work when EPA offices are closed due to emergencies, except as provided for in 5 CFR 630.1605(a)(2);
  - Be reasonably available during scheduled work hours; and
  - Work with my supervisor to overcome problems or obstacles.
- Remote work will result in space saving and cost saving to the agency, by not having to provide a dedicated office workspace. If necessary to come into the agency worksite, I will use a shared workstation or “hoteling” workspace.

The above points demonstrate that if I continue to work remotely it will not diminish the agency’s ability to accomplish its mission and meet its operational goals.

LAUREN  
RAY

Digitally signed by LAUREN RAY  
DN: cn=U.S. Government,  
ou=Environmental Protection Agency,  
email=LAUREN.RAY,  
o=U.S. Environmental Protection Agency,  
c=US  
Date: 2022.02.22 10:42:56 -0600







## Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	N/A	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature **LAUREN RAY**  
Digitally signed by LAUREN RAY  
 DN: cn=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 email=LAUREN.RAY,  
 c=US, 2.5.4.2.10000000 100 1.1=68001033655819  
 Date: 2022.01.23 15:40:38 -0600

Supervisor Signature **KENNETH JOHNSON**  
Digitally signed by KENNETH JOHNSON  
 DN: cn=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 email=KENNETH.JOHNSON,  
 c=US, 2.5.4.2.10000000 100 1.1=68001033655464  
 Date: 2022.02.23 22:08:30 -0800

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Russell Nelson	<b>Job Title &amp; Grade:</b> Aquatic Biologist 0401 GS-13/10
<b>AAship/Region and Division:</b> Region 6, Water Division (WDPQ)	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> (214)665-6646 / (972)310-1539	<b>Employee's Work E-mail Address:</b> nelson.russell@epa.gov
<b>First-line Supervisor:</b> Richard Wooster	<b>First-line Supervisor's Work Phone:</b> (214)665-6473
<b>Proposed Start Date:</b> September 1, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 15, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The initiation of COOP procedures following closing of the Region 6 office has resulted in minimal initial/no disruption in my ability to carry out my normal duties. The available technology has allowed the day to day work, which consists primarily consists of technical analysis and writing to continue almost flawlessly. There has been no change in the quality or volume of that work. In fact, with remote work I have experienced minimal distraction and disruptions, which means more work tends to get done. While email communication is a mainstay, video conferencing technology has allowed continued meetings with co-workers and our state/tribal counterparts. These adaptations have allowed me to participate in off-site/out of state meetings that I would likely not have otherwise been able to attend, in effect, providing an "EPA presence" that is important in the WQS program. Although certainly different than face-to-face work, minimal planning is required to arrange MS Teams meetings to work with support other staff and train newer staff. With the dangers from COVID-19, remote work has allowed me to continue when health issues would have otherwise result in the need for medical remote work or retirement.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> RUSSELL NELSON	<small>Digitally signed by RUSSELL NELSON DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=RUSSELL NELSON, 0.9.2342.19200300.100.1.1=68001003655513 Date: 2022.04.15 16:25:15 -05'00'</small>	<b>Date:</b> April, 15, 2022
<b>Supervisor's Signature:</b> RICHARD WOOSTER	<small>Digitally signed by RICHARD WOOSTER DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=RICHARD WOOSTER, 0.9.2342.19200300.100.1.1=68001003655436 Date: 2022.08.16 11:01:47 -05'00'</small>	<b>Date:</b> August 16, 2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.01 07:44:21 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Fincher Harris	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist / 13
<b>AAship/Region and Division:</b> Region 6 - Office of The Regional Administrator	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270 - 2102
<b>Employee's Work Phone:</b> 214-665-2260	<b>Employee's Work E-mail Address:</b> harris.fischer@epa.gov
<b>First-line Supervisor:</b> Gerardo Acosta	<b>First-line Supervisor's Work Phone:</b> 214-665-8042
<b>Proposed Start Date:</b> 01/31/22	<b>If Temporary, Proposed End Date:</b> NA
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="font-family: cursive; font-size: 1.2em; margin-top: 20px;">                 Fincher Harris             </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/23/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I can perform all my duties at a remote work location with the same effectiveness as from the Official Agency worksite. I am also able to accomplish the Agency's mission and meet its operational goals from my remote location. My work heavily consists of reviewing and commenting on General Assistance Program (GAP) grant applications and progress reports. I also attend numerous virtual/telephonic meetings/workgroups, provide online GAP Online training & assistance, monitor GAP balances, coordinate issues impacting my assigned tribes as their liaison, facilitate post-award reviews and process GAP awards using an online system called NGGS.

Approval/Disapproval (attach documentation):

☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature:

*Fincher Harris*

Date:

*1/19/2022*

Supervisor's Signature:

*Gerardo Acosta*

Digitally signed by GERARDO ACOSTA  
DN: cn=US, o=U.S. Government,  
ou=Environmental Protection Agency,  
cn=GERARDO ACOSTA,  
c=US, email=gerardo.acosta@epa.gov,  
Date: 2022.03.15 18:38:20 -0500

Date:

**3/15/2022**

AA/RA (or designee) Signature:

*HCWA*

Date:

**06/28/2022**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



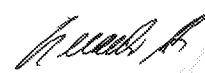
### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A <input checked="" type="checkbox"/>	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	N/A <input checked="" type="checkbox"/>	

This checklist is designed to assess the overall safety of the **Remote Work Location** and must be completed and given to your supervisor with your **Remote Work Agreement**. Signing this form does not guarantee that the **RWL** is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their **RWL** that could impact **the** health and safety of the employee and others.

Employee Signature Fincher Harris

Supervisor Signature

  
Digitally signed by GERARDO ACOSTA  
 DN: c=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=GERARDO ACOSTA,  
 0.9.2342.1.9200300.100.1.1=68001003653584  
 Date: 2022.03.15 18:33:36 -05'00'

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Brianna Wadley	<b>Job Title &amp; Grade:</b> Life Scientist, GS-0401-09
<b>AAship/Region and Division:</b> Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500 Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-2723	<b>Employee's Work E-mail Address:</b> wadley.brianna@epa.gov
<b>First-line Supervisor:</b> Mark Hayes	<b>First-line Supervisor's Work Phone:</b> 214-665-2705
<b>Proposed Start Date:</b> 4/24/22	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/13/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I can perform all my duties effectively from the RWL by maintaining consistent and effective communication with colleagues within and outside the organization. This entails providing technical assistance, reviewing and analyzing permits, plans, and programs, and implementing policies and guidance developed by state, local, or tribal governments whenever applicable. I've also been able to prepare scientific and technical information for oral briefings and a conference. All this has been achieved from the proposed RWL as I have not worked in the office to date. The aforementioned shows that approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Wadley, Brianna	Digitally signed by Wadley, Brianna DN: cn=Wadley, Brianna, email=Wadley.Brianna@epa.gov Date: 2022.03.24 14:15:33 -05'00'	<b>Date:</b> 3/24/22
<b>Supervisor's Signature:</b> MARK HAYES	Digitally signed by MARK HAYES Date: 2022.03.25 10:16:34 -05'00'	<b>Date:</b> 3/24/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 13:13:07 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Oswald "Ossie" Taylor	<b>Job Title &amp; Grade:</b> Grants Management Specialist-13
<b>AAship/Region and Division:</b> R6 Mission Support Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 2146657527	<b>Employee's Work E-mail Address:</b> taylor.oswald@epa.gov
<b>First-line Supervisor:</b> Tongee Flemming	<b>First-line Supervisor's Work Phone:</b> flemming.tongee@epa.gov
<b>Proposed Start Date:</b> 04.24.2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 2146657527	<b>Alternate Phone Number (if available):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Ex. 6 Personal Privacy (PP) </div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/09/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I've completed my required task working remotely over the past 2 years and my duties can be accomplished working 100% remotely. I have met all end of fiscal year deadlines which contributed to EPA accomplishing its mission and operational goals during the COVID pandemic the past 2 years.

Ex. 6 Personal Privacy (PP)

## Ex. 6 Personal Privacy (PP)

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

OSWALD TAYLOR

Digitally signed by OSWALD TAYLOR  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=OSWALD TAYLOR,  
0.9.2342.19200300.100.1.1=68001003321931  
Date: 2022.03.14 22:34:55 -05'00'

**Date:**

**Supervisor's Signature:**

TONGEE  
FLEMMING

Digitally signed by TONGEE  
FLEMMING  
Date: 2022.04.06 12:16:05 -05'00'

**Date:**

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.06.28 20:00:26 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Lars Coleman	<b>Job Title &amp; Grade:</b> Life Scientist GS9
<b>AAship/Region and Division:</b> Region 6 Water Division-WDPN	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, TX 75270 Suite 500
<b>Employee's Work Phone:</b> 214-665-7348	<b>Employee's Work E-mail Address:</b> coleman.lars@epa.gov
<b>First-line Supervisor:</b> Mark Hayes	<b>First-line Supervisor's Work Phone:</b> 214-665-2705
<b>Proposed Start Date:</b> 3/8/22	<b>If Temporary, Proposed End Date:</b>

Address of Remote Work Location (Including city, state and zip code):

**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☐ Yes☒ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:****Alternate Phone Number (if available):**

Ex. 6 Personal Privacy (PP)

**Request:**

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

**Section 4. Employee Certification and Signature**

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 9/30/21 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The entirety of my job assignments are portable without adding duties to my current teammates and supervisor. I am able to review NPDES permits and reference technical documents from a RWL effectively. I ensure that I give my teammates the communication and the punctual deadlines they require to meet the obligations of our group. I have successfully completed project deliverables internally and with outside entities to fulfill the duties that have been assigned to me with virtual technology. I respond promptly and am available when requests (teams calls, emails or instant messages) come my way. I am proactive about completing my work in a timely manner without direct supervision and can work autonomously. I have 1.5 years of previous work experience utilizing remote capabilities prior to my employment with EPA. This experience has given me a seamless transition into this role. Approval of this request will not hinder my abilities to fulfill the mission of EPA Region 6.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> <b>LARS COLEMAN</b> <small>Digitally signed by LARS COLEMAN Date: 2022.03.15 09:16:15 -05'00'</small>	<b>Date:</b> 3/15/22
<b>Supervisor's Signature:</b> <b>MARK HAYES</b> <small>Digitally signed by MARK HAYES Date: 2022.03.23 16:53:09 -05'00'</small>	<b>Date:</b> 3/23/2022
<b>AA/RA (or designee) Signature:</b> <b>HELENA WOODEN-AGUILAR</b> <small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.01 07:46:54 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Marcus Jackson	<b>Job Title &amp; Grade:</b> Financial Management Specialist GS 13
<b>AAship/Region and Division:</b> Region 6, Mission Support Division	<b>Address of Official Agency Worksite:</b> Dallas, Texas
<b>Employee's Work Phone:</b> 214.665.2748	<b>Employee's Work E-mail Address:</b> jackson.marcus@epa.gov
<b>First-line Supervisor:</b> Heather Chandler	<b>First-line Supervisor's Work Phone:</b> 214.665.8032
<b>Proposed Start Date:</b> 3/14/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3.11.22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Requested information provided on the attached memo.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> MARCUS JACKSON	Digitally signed by MARCUS JACKSON Date: 2022.03.11 17:03:56 -06'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> HEATHER CHANDLER	Digitally signed by HEATHER CHANDLER Date: 2022.03.16 16:37:03 -05'00'	<b>Date:</b> 3/16/2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	Digitally signed by CECIL RODRIGUES Date: 2022.04.11 12:37:12 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 6

1201 ELM STREET, Suite 500  
DALLAS, TEXAS 75270

March 11, 2022

**MEMORANDUM**

SUBJECT: Request for Full Time Remote Work for Marcus Jackson

FROM: Marcus Jackson, Financial Management Specialist  
Region 6, Mission Support Division, Office of the Regional Comptroller, Budget Section

THRU: Heather Chandler, Budget Section Manager  
Region 6, Mission Support Division, Office of the Regional Comptroller, Budget Section

Corey Bonnell, Regional Comptroller,  
Region 6, Mission Support Division, Office of the Regional Comptroller

TO: Region 6, Regional Administrator

This memo requests approval for full-time Remote work in the local commuting area of Region 6, Dallas office for Marcus Jackson. My position of record is position description number V17006X GS-501-13 Financial Management Specialist. My position description is attached.

The primary work location is as follows:

**Ex. 6 Personal Privacy (PP)**

Since the start of unscheduled telework (April 2019), and through the current maximum telework status, I have successfully performed all my job duties at my home residence (listed above as the primary remote work location). During this time period, my job duties, and responsibilities have continued at the same level of performance - satisfactory (or above). **Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)** per my position description, there are no requirements for me to meet in person or face to face with customers inside or outside of the agency. My work is fully portable, and I have demonstrated that I can perform my work remotely at a high-performance level. My performance aligns, and supports keeping with the desired mission accomplishments, and meeting operational goals. I have no negative or disciplinary action for my performance – before and during the current maximum telework status.

PROS for Employee

- Home office mimics the Dallas office setup (Desk, adjustable chair to support a variety ergonomic adjustment.
- No parking cost at home (approximately \$80-100 savings a month)
- No commute or traffic delays (my commute varies from 1.25 to 2hrs)
- Do not have to use annual leave for arriving late due to unexpected traffic delays
- Savings on gas costs
- No personal stress from traffic



- Less interruptions and distractions (from coworkers on non-work topics)
- Camera use allows to be 'seen' in phone calls, meetings through Teams.
- Reduce my carbon footprint

#### PROS for EPA/Region

- Less office equipment and space required - office space, computer monitors, chair, etc. which is a cost savings to the government.
- Less spread of various illnesses (colds, flu, covid, etc)
- Environmental footprint is decreased in vehicle emissions, water and electricity consumption at the facility, and paper/printing.
- Reduction of physical security requirement for me at the Dallas office.
- Alleviates the need to consider early release, or office closures due to inclement weather, local threats, and local events or emergencies at or around the Dallas office.
- Easily available to receive additional assignments, providing additional section support.

If required to come to the Dallas office periodically, travel expense reimbursement is not required from my primary remote work location which is within the commuting area of the Dallas office (as noted as local commuting area).

Thank you for considering my request. I can be reached at Ex. 6 Personal Privacy (PP) jackson,marcus@epa.gov or MS Teams.

Sincerely,

**MARCUS JACKSON**

Digitally signed by MARCUS JACKSON  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=MARCUS JACKSON,  
0.9.2342.19200300.100.1.1=68001003655775  
Date: 2022.03.16 11:22:46 -05'00'

Marcus Jackson

Attachments: EPA Form 3181.13 Remote Work Application/Agreement  
EPA Form 3181.8 Remote Work Safety Checklist  
Work Schedule Request From

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Pauline Levy	<b>Job Title &amp; Grade:</b> Financial Technician GS-503-08/10 V19019X
<b>AAship/Region and Division:</b> R6, Mission Support Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-2289	<b>Employee's Work E-mail Address:</b> Levy.Pauline@epa.gov
<b>First-line Supervisor:</b> Amy Camacho	<b>First-line Supervisor's Work Phone:</b> 214-665-7175
<b>Proposed Start Date:</b> March 31, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div>Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div>Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/31/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See Memo attached.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

PAULINE LEVY

Digitally signed by PAULINE LEVY  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=PAULINE LEVY,  
0.9.2342.19200300.100.1.1=68001003652738  
Date: 2022.01.28 11:03:44 -06'00'

**Date:**

1/28/2022

**Supervisor's Signature:**

AMY VANECEK  
CAMACHO

Digitally signed by AMY VANECEK CAMACHO  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=AMY VANECEK CAMACHO,  
0.9.2342.19200300.100.1.1=68001003637973  
Date: 2022.03.23 16:21:13 -05'00'

**Date:**

3/23/2022

**AA/RA (or designee) Signature:**

CECIL  
RODRIGUES

Digitally signed by CECIL  
RODRIGUES  
Date: 2022.04.11 08:12:53 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



## **PROS for Employee**

- Home office mimics the Dallas office setup
  - Laptop
  - Desk
  - Chair is adjustable to support a variety of ergonomic adjustments
- No parking cost at home
- No child care cost because I am able to get my child to school and back in about 10 to 15 minutes.
- No commute or traffic delays
  - Savings on gas costs from driving to the train station or downtown Dallas.
  - No parking cost because parking at the train station is free.
  - No personal stress from traffic
- Less interruptions (hallway conversations, cubicle commotions or loud cubicle neighbor, to and from meetings)

## **PROS for EPA/Region**

- Less office equipment and space required - office space, computer monitors, chair, etc. which is a cost savings to the government.
- Less spread of various illnesses (colds, flu, covid, etc)
- Less interruptions (non-work related, getting to/from meeting rooms, hallway conversations)
- Less office supplies consumption (notebooks, paper, pens, etc). I purchase my own supplies for my use.
- Environmental footprint is decreased in vehicle emissions, water and electricity consumption at the facility, and paper/printing consumption.
  - I have my own wifi printer and I buy my own ink for my printer, so therefore no cost to the government.

If required to come to the Dallas office periodically, travel expense reimbursement is not required from my primary remote work location as it is within a 50-mile radius (local commuting area) of the Dallas office. I wouldn't have to pay any parking if I took the train into downtown. I am aware and agree if called into the Dallas office that I would not have a permanent cubicle assignment; but, a floater location with possibly no external monitor or other additional equipment.

Also if I must come in to the office under the remote schedule, for example to get my PIV card renewed, it is inexpensive and would cost EPA very little expense. I would be taking the train in the downtown area at the cost of \$6 per day. This cost would be cheaper than driving in and parking at \$15 a day right across the street from the building we are housed in.

Thank you for your consideration of my request. I can be reached at 214.665.2289, [Levy.Pauline@epa.gov](mailto:Levy.Pauline@epa.gov), or through Microsoft Teams.

Sincerely,

Pauline Levy

Attachments: Memo to Request Remote Work from Home  
EPA Form 3181.13 Remote Work Application/Agreement  
EPA Form 3181.8 Remote Work Safety Checklist  
Work Schedule Request Form  
Certificate for Telework Training  
Current Position Description

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Ashley Mohr	<b>Job Title &amp; Grade:</b> Environmental Scientist, GS-13
<b>AAship/Region and Division:</b> Region 6 ARD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500 Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7289	<b>Employee's Work E-mail Address:</b> mohr.ashley@epa.gov
<b>First-line Supervisor:</b> Cynthia Kaleri	<b>First-line Supervisor's Work Phone:</b> 214-665-6772
<b>Proposed Start Date:</b> 4/24/2022	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b> N/A
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/8/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**




As demonstrated in the current pandemic, I have been able to conduct my job duties while working 100% remotely for 2+ years. During this time, I have been able to generate the work products required as part of my duties, as well as effectively communicate with stakeholders in order to meet Agency goals.

My assigned work products typically require collaboration during the review process after my initial sole development of those products (i.e., air quality modeling review and reports). My development of these products can take place in any location and collaborative review is conducted using SharePoint and the electronic concurrence process. This collaborative approach ensures that reviewers have access to the latest versions and information and edits to take place in real time.

While a significant portion of my work duties are independent, they do require periodic formal and informal communication with both internal and external stakeholders. Formal communications, such as conference calls and project meetings, are conducted using Microsoft Teams, which allows meetings to take place with participants in various locations and also

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>  <b>ASHLEY MOHR</b> <small>Digitally signed by ASHLEY MOHR DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ASHLEY MOHR, 0.9.2342.19200300.100.1.1=68001003655764 Date: 2022.04.04 09:47:58 -05'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b>  <b>CYNTHIA KALERI</b> <small>Digitally signed by CYNTHIA KALERI DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=CYNTHIA KALERI, 0.9.2342.19200300.100.1.1=68001003655411 Date: 2022.04.11 17:56:33 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b>  <b>HELENA WOODEN- AGUILAR</b> <small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 13:15:55 -04'00'</small>	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Mohr, Ashley – Remote Work Text

As demonstrated in the current pandemic, I have been able to conduct my job duties while working 100% remotely for 2+ years. During this time, I have been able to generate the work products required as part of my duties, as well as effectively communicate with stakeholders in order to meet Agency goals.

My assigned work products typically require collaboration during the review process after my initial sole development of those products (i.e., air quality modeling review and reports). My development of these products can take place in any location and collaborative review is conducted using SharePoint and the electronic concurrence process. This collaborative approach ensures that reviewers have access to the latest versions and information and edits to take place in real time.

While a significant portion of my work duties are independent, they do require periodic formal and informal communication with both internal and external stakeholders. Formal communications, such as conference calls and project meetings, are conducted using Microsoft Teams, which allows meetings to take place with participants in various locations and also allows for sharing of documents/graphics/maps directly within the meeting. Within meeting sharing allows efficient transition between documents and reduces the need for additional resources (e.g., paper) that have typically been used in an in-person meeting. Informal communications are conducted via phone, email, and/or online chats. Use of the referenced tools allows me to effectively communicate with others independent of location.

The portability of my work duties coupled with the tools referenced above allow me to continue accomplishing the Agency's mission and meeting operational goals while working remotely. In addition, remote work makes me a more efficient employee when completing work tasks and allows additional flexibility in my schedule that benefits both myself and the Agency. In a remote work environment, I am able to remain connected and engaged with my coworkers and stakeholders, while also having access to a quieter work environment with fewer distractions to allow more focused and efficient work. The additional flexibility of the remote work schedule has allowed for a better work/life balance for myself and has also allowed me to have more availability for meetings/collaboration during early or later work hours when I previously was not available due to commuting requirements. While continuing to perform my work duties over the last 2+ years, working remotely has resulted in a more effective use of time and energy resources and removed the environmental impacts of a daily commute.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Thomas F. Cooney III	<b>Job Title &amp; Grade:</b> Environmental Engineer 0819 GS 13
<b>AAship/Region and Division:</b> EPA Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75072
<b>Employee's Work Phone:</b> 214-665-6580	<b>Employee's Work E-mail Address:</b> cooney.thomas@epa.gov
<b>First-line Supervisor:</b> Denise Hamilton	<b>First-line Supervisor's Work Phone:</b> 214-665-2775
<b>Proposed Start Date:</b> 04/25/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/22/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Cooney III, Thomas – Remote Work Text

All my work is portable and my duties can be performed remotely.

- Grants management and Project Officer work is via EPA web based platforms.
- EPA issued equipment is operable and if needed, I can be in the office for any repair or upgrades.
- All training is available to me via FedTalent and if in person training is needed, I will make myself available to come in.

My tasks and work assignments have been performed equally effectively at my remote work location (RWL).

- Since March 2020, I have been successfully working remotely for both Region 4 and Region 6.
- I have met required milestones Ex. 6 Personal Privacy (PP)
- I have been able to successfully mentor new staff virtually during the Covid telework period using the collaboration tools provided to us.
- With Maxiflex schedule implementation, I have been able to expand work hour flexibility without the need to commute.

Approving my RWL would not require reassignment of my current work or tasks to other staff.

- None of my existing or expected future work would require any reassignment. I have been successfully working remotely since March 2020 and regular telework since 2010.
- Remote work may allow for me to take on more assignments, which I have done since the maximum telework expansion for Covid-19 was in place.

My work rarely requires access to in-office resources.

- All grants management and project officer work is electronic in nature. EPA is moving toward an electronic grant file resource. Meetings have been remote with state partners and EPA managers.
- If I need to travel for on site reviews or in office for meetings with leadership, I will be available to come in at any time.
- I successfully moved from Region 4 to Region 6 while in a full time telework status and was able to fully adapt without any major issues and maintain an exceptional personnel review ranking during that time.

My work at the RWL will not have any disruption to communication with internal or external clients/customers (e.g. public, state and local entities, stakeholders) customer service with any agency customers or stakeholders (e.g., public, states, industry).

- I have EC500 access to my office phone and my EPA issued laptop with MS Team and Zoom Gov. I have a successful track record of open communication with state partners during my period of regular telework and maximum telework while in Region 4 and Region 6.

My position does not require in-person interface with management officials or other colleagues on any routine basis.

- My current regional and national workgroup participation is 100% remote at present and plans to continue as such.

- Meetings have been conducted remotely via MS Teams and ZoomGov since March 2020 without any real issues.

I have a demonstrated track record of meeting performance plan objectives and working without close in-person supervision (including conduct of work during the COVID-19 pandemic).

## **Ex. 6 Personal Privacy (PP)**

- I am open to leaning and using new remote tools that may become available to me in the future.

Technology needed to perform my duties is available and fully functional.

- My Agency issued laptop is fully functional for all approved work duties. I have hi speed WiFi access at my Remote Work Location. I have a bluetooth compatible headset for Teams/Zoom meetings.

- Any hard copy mail during the Covid time period was scanned by mailroom staff and forwarded to my EPA email address.

I continue to comply with the terms of my written and approved Regular Telework Agreement.

- I have been working on an approved Regular Telework agreement since 2010 and have been an exemplary member of staff, including a 120 day detail as Section Chief, Grants and Infrastructure Section in EPA Region 4.

- A remote work allowance will not change my commitment to my work and I have been successful performing full time telework duties since March 2020. If I am required to be in the office for anything, I will make myself available to be in office.

#### Cost Savings and Environmental Considerations For Local Commuting Staff.

- Allowing for remote work can allow for the region to consolidate workspace and can reduce the amount of potential carbon emissions from commuting.
- This can allow the region to implement a portion of office space for a hoteling-type concept for remote staff or regular telework staff to work in when in office. I am personally in favor of a hoteling-type workplace for all staff, but especially for remote or almost full-time TW staff.

Approval of my remote work application will not diminish EPA's ability to accomplish its mission and meet its operational goals. I will continue to perform my work duties and produce exemplary work products, as I have done during and prior to the Covid-19 pandemic. Pandemic maximum telework has allowed me to balance my work and personal life and remove a long commute time. This has given me the flexibility to focus on my work and be more productive.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Selena Medrano	<b>Job Title &amp; Grade:</b> Environmental Scientist GS13
<b>AAship/Region and Division:</b> Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas TX, 75270
<b>Employee's Work Phone:</b> 214-665-2776	<b>Employee's Work E-mail Address:</b> medrano.selena@epa.gov
<b>First-line Supervisor:</b> Richard A. Wooster	<b>First-line Supervisor's Work Phone:</b> 244-665-6473
<b>Proposed Start Date:</b> March 22, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12/16/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See Attachment 1

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> SELENA MEDRANO	<small>Digitally signed by SELENA MEDRANO DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=SELENA MEDRANO, 0.9.2342.19200300.100.1.1=68001003637983 Date: 2022.03.21 15:19:21 -05'00'</small>	<b>Date:</b> 3/21/2022
<b>Supervisor's Signature:</b> RICHARD WOOSTER	<small>Digitally signed by RICHARD WOOSTER DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=RICHARD WOOSTER, 0.9.2342.19200300.100.1.1=68001003655436 Date: 2022.06.08 07:56:19 -05'00'</small>	<b>Date:</b> 6/8/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.01 17:22:00 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

As a GS-13 in the Water Quality Protection section, my duties are performed through electronic communications, phone calls, and online meeting platforms. I use these forms of communication with my state and tribal partners as well as with colleagues in my division, other regions, and headquarters. My duties include reviewing technical reports and data received electronically. I ensure that these documents have been prepared according to applicable guidelines and procedures. I provide technical advice to states and tribes via phone calls and online meetings. I am often sought out to participate in national workgroups, which are by default held through online meeting platforms as members are spread across the nation. My work is 100% portable, and the Agency will not experience diminished capacity to accomplish its mission and will continue to meet operational goals with regard to these duties.



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Tyrone Marcellus Hoskins	<b>Job Title &amp; Grade:</b> Budget Analyst GS-13
<b>AAship/Region and Division:</b> Region 6	<b>Address of Official Agency Worksite:</b> 1201 Elm St. Suite 500
<b>Employee's Work Phone:</b> (214) 665-7375	<b>Employee's Work E-mail Address:</b> hoskins.tyrone@epa.gov
<b>First-line Supervisor:</b> Lisa Price	<b>First-line Supervisor's Work Phone:</b> (214) 665-6744
<b>Proposed Start Date:</b>	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div>Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div>Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>6/29/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My position as Budget Analyst requires me to view multiple screens to analyze spreadsheets and databases. My work is portable and does not require collaboration. As the Superfund Budget Coordinator, I do not benefit from interpersonal interaction and my job is best done autonomously. The tasks that I perform are most efficiently and effectively completed at my alternate work station which provides optimal space and resources for me to manage my responsibilities.

Another benefit of working remotely has been the elimination of my seventy-five (75) minute commute to and from work. Not having an office commute eliminates the carbon footprint from driving my truck to the train station or downtown. I don't have mass transportation in my city, so I am required to travel to neighboring cities to catch the train to work. Working remotely would save mass transportation expenses for EPA, gas for me, and pollution in the environment.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> TYRONE HOSKINS <small>Digitally signed by TYRONE HOSKINS Date: 2022.06.29 14:53:07 -05'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> WILLIAM LABOMBARD <small>Digitally signed by WILLIAM LABOMBARD Date: 2022.07.19 09:34:18 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR <small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.07 00:19:56 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Weiss, Sherry L.	<b>Job Title &amp; Grade:</b> Management & Program Analyst GS-0343-13
<b>AAship/Region and Division:</b> Region 6 - Mission Spt Div- Compt Office- Budget Section	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas TX 75250
<b>Employee's Work Phone:</b> 214.665.3174	<b>Employee's Work E-mail Address:</b> weiss.sherry@epa.gov
<b>First-line Supervisor:</b> Chandler, Heather	<b>First-line Supervisor's Work Phone:</b> 214.665.8032
<b>Proposed Start Date:</b> 3.13.2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>1.19.2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See attached Memo which covers the information requested.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>	<b>Date:</b> 1.28.2022
<b>Supervisor's Signature:</b>	<b>Date:</b> 3/15/2022
<b>AA/RA (or designee) Signature:</b>	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

**PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 6  
1201 ELM STREET, SUITE 500  
DALLAS, TEXAS 75270

January 28, 2022

SUBJECT: Request for Full Time Remote Work for Sherry Weiss

FROM: Sherry Weiss, Management & Program Analyst  
Budget Section, Office of the Comptroller

TO: Region 6 Regional Administrator

VIA: Heather Chandler, Budget Officer  
Budget Section, Office of the Comptroller

Corey Bonnell, Comptroller  
Office of the Comptroller

I am requesting approval for full-time remote work in the local commuting area (LCA) of the Region 6, Dallas office. My position of record is position description (PD) N034313 GS-343-13 Management and Program Analyst.

The primary remote work location will be at:

**Ex. 6 Personal Privacy (PP)**

Two occasional alternate remote work locations are listed below. My supervisor will be informed in advance for approval if and when I would request one of these locations which would be a short duration period.

**Ex. 6 Personal Privacy (PP)**

**Justification for Remote Request**

Prior to April 2019, I did not telework on a regular basis. However, since the start of unscheduled telework (April 2019) and through the current maximum telework status, I have successfully performed all my job duties at my home residence (listed above as the primary

remote work location). My performance has not changed; it has maintained at a more than satisfactory level. I do have less interruptions teleworking which gives the opportunity to complete assignments/projects easier and quicker. I pride myself on customer service and this has not changed during the maximum telework as I continue to respond timely to phone calls, emails, or Team instant messages or calls. My response time is within a few minutes of receipt or within 30 minutes. I use my computer camera with Team calls to provide a 'person to person' interaction. My performance aligns and supports keeping with the desired mission accomplishments and meeting operational goals. I have not had any negative or disciplinary action on my performance – before or during the current maximum telework status. I have demonstrated the work I perform is fully portable; and I have strong work ethics to accomplish my tasks from my telework office.

### **PROS for Employee**

- Home office mimics the Dallas office setup
  - Two 24” monitors and laptop monitor
  - Desk is 52”x24” and adjustable (sitting or standing)
  - Chair is adjustable to support a variety of ergonomic adjustments
- No parking cost at home
  - Approximately \$80-100 savings a month
- No commute or traffic delays
  - Do not have to use annual leave arriving late due to unexpected traffic delays (my commute time allows for up to a 10 minute delay)
  - Savings on gas costs
  - No personal stress from traffic
- Less interruptions (hallway conversations, cubicle commotions or loud cubicle neighbor, to and from meetings)
- Computer Camera allows to be 'seen' in Team meetings and calls providing a 'person to person' experience

### **PROS for EPA/Region**

- Less office equipment and space required - office space, computer monitors, chair, etc. which is a cost savings to the government.
- Less spread of various illnesses (colds, flu, covid, etc)
- Less interruptions (non-work related, getting to/from meeting rooms, hallway conversations)
- Less office supplies consumption (notebooks, paper, pens, etc)
- Environmental footprint is decreased in vehicle emissions, water and electricity consumption at the facility, and paper/printing consumption.
  - Pre Covid, printed a large amount of information. During maximum telework and without a home printer, have adapted to performing research without printing.

If required to come to the Dallas office periodically, travel expense reimbursement is not required from my primary remote work location as it is within a 50-mile radius (local commuting area) of the Dallas office. If called in from either alternate remote work location, a travel cost would be incurred for returning earlier than designated (supervisor would be aware of time period). I am aware and agree if called into the Dallas office that I would not have a permanent cubicle assignment; but, a floater location with possibly no external monitor or other additional equipment.

Thank you for your consideration of my request. I can be reached at Ex. 6 Personal Privacy (PP)  
[weiss.sherry@epa.gov](mailto:weiss.sherry@epa.gov), or through Microsoft Teams.

Sincerely,

Sherry L. Weiss

Attachments: EPA Form 3181.13 Remote Work Application/Agreement  
EPA Form 3181.8 Remote Work Safety Checklist  
Work Schedule Request Form  
Certificate for Telework Training

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Jose J. Lugo-Figueroa	<b>Job Title &amp; Grade:</b> Environmental Engineer/GS-13
<b>AAship/Region and Division:</b> Region 6/Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6476	<b>Employee's Work E-mail Address:</b> lugo-figueroa.jose@epa.gov
<b>First-line Supervisor:</b> Angela Restivo	<b>First-line Supervisor's Work Phone:</b> 214-665-7123
<b>Proposed Start Date:</b> 07/03/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">                     Ex. 6 Personal Privacy (PP)                 </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>04/06/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I'm confident that I can continue performing my duties and get the same results from an RWL. My main duties in the Safe Drinking Water Section can be divided in three different categories: State, DI Program and National Workgroups. As the State Program Manager for the State of Louisiana, my duties will not be affected since all my meetings, follow ups and all communications with the State Agency are done virtually and/or via phone call. For the DI Program, I'm assigned as POC for nine Public Water Systems for sanitary survey follow ups. These follow ups consist in communications with the operators of the water systems. These communications are always via email or phone call. Also, as a Plan Review Coordinator I work with team where all files to be review are share electronically and all meeting with contractors, agencies and tribal water systems are done virtually as well. For National Workgroups, meetings are held on a monthly or quarterly basis and every US EPA Region participate virtually using the MS Teams App. In the RWL I will have access to all equipment and facilities required to perform all my duties. Meeting the same requirements as requested in the Telework Agreement I can ensure that my work results would not be affected in a negative way.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> JOSE LUGO-FIGUEROA	Digitally signed by JOSE LUGO-FIGUEROA Date: 2022.04.28 14:28:40 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> ANGELA RESTIVO	Digitally signed by ANGELA RESTIVO Date: 2022.04.28 14:50:04 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.17 12:38:40 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: <b>Henry Thompson Jr.</b>	Job Title & Grade: <b>Environmental Protection Specialist - GS-13</b>
Assignment/Region and Division: <b>U.S. EPA Region 6 - SED</b>	Address of Official Agency Worksite: <b>1201 Elm St., Suite 500, Dallas, TX 75270-2102</b>
Employee's Work Phone: <b>214-665-2251</b>	Employee's Work E-mail Address: <b>thompson.henry@epa.gov</b>
First-line Supervisor: <b>Lisa Price</b>	First-line Supervisor's Work Phone:
Proposed Start Date: <b>03/14/2022</b>	If Temporary, Proposed End Date:
Address of Remote Work Location (including city, state and zip code): <b>Ex. 6 Personal Privacy (PP)</b>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.)	
Phone Number: <b>Ex. 6 Personal Privacy (PP)</b>	Alternate Phone Number (if available): <b>Ex. 6 Personal Privacy (PP)</b>
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification  Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/04/2011</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)  Telework 101 Taken 02/04/2011 Also, Telework Fundamentals Training Taken 01/28/2022	

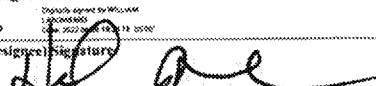
Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

100% of the employee's work is portable and there is no administrative need/expectation for the employee to regularly report to the office worksite each pay period. There are no duties which require in person customer service with any agency customers or stakeholders (e.g., public, states, industry). All work can be performed as effectively and efficiently at a remote work location as has been proven by the work performed 100% remotely since March 2020 by the employee, **Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

Approval/Disapproval (attach documentation):

☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature: HENRY THOMPSON	Date:
Supervisor's Signature: WILLIAM LABOMBARD	Date:
AA/RA (or designee) Signature: 	Date: 10/7/22

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

#### **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Aron Korir	<b>Job Title &amp; Grade:</b> Physical Scientist, GS 12
<b>AAship/Region and Division:</b> EPA R6	<b>Address of Official Agency Worksite:</b> 1201 Elm St. Suite 500, Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-6522	<b>Employee's Work E-mail Address:</b> korir.aron@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> 214-665-7523
<b>Proposed Start Date:</b> 04/24/2022	<b>If Temporary, Proposed End Date:</b>

Address of Remote Work Location (Including city, state and zip code):

**Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

**Alternate Phone Number (if available):**

N/A

**Request:**Check one: ☒ New Request ☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification****Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.**Section 4. Employee Certification and Signature****Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.☒ Remote Work Training taken on 03/11/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See attached.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> <b>ARON KORIR</b> Digitally signed by ARON KORIR Date: 2022.03.12 03:54:52 -06'00'	<b>Date:</b> 3/12/2022
<b>Supervisor's Signature:</b> <b>BRENT LARSEN</b> Digitally signed by BRENT LARSEN Date: 2022.04.11 08:23:57 -05'00'	<b>Date:</b> 4/11/2022
<b>AA/RA (or designee) Signature:</b> <b>HELENA WOODEN-AGUILAR</b> Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.01 20:42:06 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

### **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Attachment to Application for Remote Work

**The purpose of this Attachment is to allow viewing of full answer to: *Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:***

1. Remote work gives me an opportunity to cut more than 100miles/day in commute, I will be maximize work productivity within the time allocated with less economic or logistical stressors to me and my agency, Ability to complete my assignments more effectively from my home office with minimal distractions and since almost all my duties does not involve hands-on or fieldwork, I will be able to efficiently complete my tasks with the resources provided to me at my remote location.
2. I work more effectively and with minimal distractions while at home office, which includes instances like a colleague being on the phone, traffic and gatherings (i.e other section huddles) on the open hallways to friendly colleagues stopping by for a chat or two.
3. Working from my remote office will also be a great help to me and the agency in several ways. Whether it is Saving taxpayers money on transit, Saving me on fuel and time (2hrs/day) and timeliness to meetings and events like huddles due to unforeseen commuting challenges. During AFGE meetings that I attended, it was added that remote work can be out of country but using home office locality. With your guidance, I may explore this option in the future since my entire family and life support system is out of country.
4. I'll be able to plan for my meeting with my supervisor and customers in a very conducive environment. For example, some meetings require maximum concentration, and it does not go well with constant distractions, our agency provides some quite rooms for such, but getting a booking in one of the rooms is rare since it's about four rooms only per floor.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Josephine Ojewia	<b>Job Title &amp; Grade:</b> Contract Specialist, GS 13
<b>AAship/Region and Division:</b> Region 6, Acquisition & Assistance Section	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500 Dallas, Texas 75270
<b>Employee's Work Phone:</b> 214-655-6489	<b>Employee's Work E-mail Address:</b> ojewia.josephine@epa.gov
<b>First-line Supervisor:</b> Tongee Flemming, RAM	<b>First-line Supervisor's Work Phone:</b> 214-665-3186
<b>Proposed Start Date:</b> May 1, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-655-6489	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/13/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I have been performing work effectively from a remote work location for the past 2 years during the COVID pandemic and my duties are 100% portable. Work accomplishment has been satisfactory with no issues and I have completed all required tasks successfully, met end of year deadlines

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

# Ex. 6 Personal Privacy (PP)

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature: JOSEPHINE  
OJEWIA

Digitally signed by JOSEPHINE OJEWIA  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=JOSEPHINE OJEWIA,  
0.9.2342.19200300.100.1.1=68001000371144  
Date: 2022.02.13 22:11:00 -06'00'

Date:  
2/13/2022

Supervisor's Signature: TONGEE  
FLEMMING

Digitally signed by TONGEE FLEMMING  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=TONGEE FLEMMING,  
0.9.2342.19200300.100.1.1=68001000089778  
Date: 2022.03.11 09:22:35 -06'00'

Date:  
3/11/2022

AA/RA (or designee) Signature:

Date:

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Michael Daniel	<b>Job Title &amp; Grade:</b> Life Scientist 0401 GS-12-03
<b>AAship/Region and Division:</b> Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-8374	<b>Employee's Work E-mail Address:</b> daniel.michael@epa.gov
<b>First-line Supervisor:</b> Karen McCormick	<b>First-line Supervisor's Work Phone:</b> 214-665-8365
<b>Proposed Start Date:</b> 05/02/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div>Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b> <div>Michael Daniel</div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

**Ex. 6 Personal Privacy (PP)**

supervisor has confirmed that work, according to current position description, consists of remote work-eligible duties. Additionally, the proposed designated remote work station consists of a complete home office with all necessary office equipment and amenities, including an ultrawide monitor.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

MICHAEL DANIEL

Digitally signed by MICHAEL DANIEL  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=MICHAEL DANIEL,  
0.9.2342.19200300.100.1.1=68001003655883  
Date: 2022.03.21 16:48:56 -05'00'

**Date:**

**Supervisor's Signature:**

KAREN  
MCCORMICK

Digitally signed by KAREN MCCORMICK  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=KAREN MCCORMICK,  
0.9.2342.19200300.100.1.1=68001003655557  
Date: 2022.03.22 06:56:33 -05'00'

**Date:**

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.09.01 07:55:18 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

**PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Tami A Sundquist	<b>Job Title &amp; Grade:</b> Environmental Scientist GS 13
<b>AAship/Region and Division:</b> Region 6/Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St Dallas, Texas 75270
<b>Employee's Work Phone:</b> 214-665-8360	<b>Employee's Work E-mail Address:</b> sundquist.tami@epa.gov
<b>First-line Supervisor:</b> Richard A. Wooster	<b>First-line Supervisor's Work Phone:</b> 214-666-6473
<b>Proposed Start Date:</b> 4-1-2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-8360	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/3/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

As a Senior Environmental Scientist (GS-13), identified as 1301 in the Water Quality Protection Section in the Water Division, my work duties include serving as the Section's "Tribal Coordinator" for the 303(D) program, working directly on monitoring and assessment issues with many of the Region's Tribes or Pueblos and the state of Louisiana (Louisiana Department of Environmental Quality), completing technical evaluations of many Quality Assurance Project Plans (QAPPs) for both the Region's Tribes and state of Louisiana and Tribal Assessment Reports (TARs) and work plans for the state of Louisiana and several Tribes. My duties also have included being the lead technical reviewer on the Regional reviews of Louisiana's Integrated Report 2020 and 2022 "impaired waters list." With that, I correspond with the State colleagues almost weekly, if not more. On the national stage, my work activities involve in participating in a variety of work groups, including those focused on monitoring, the ATTAINS database, and review of Total Maximum Daily Loads (TMDLs). I have sufficient portable work for 40 hours per week at the Remote Work Location (RWL). Thank you for your consideration.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> TAMI SUNDQUIST	<small>Digitally signed by TAMI SUNDQUIST DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=TAMI SUNDQUIST, 0.9.2342.19200300.100.1.1=68001003655669 Date: 2022.03.31 11:19:38 -05'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> RICHARD WOOSTER	<small>Digitally signed by RICHARD WOOSTER DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=RICHARD WOOSTER, 0.9.2342.19200300.100.1.1=68001003655436 Date: 2022.06.08 07:58:49 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.07.26 08:57:40 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.


**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> James Drake	<b>Job Title &amp; Grade:</b> Life Scientist
<b>AAship/Region and Division:</b> Region 6/Water Division/Assistance Branch	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7367	<b>Employee's Work E-mail Address:</b> drake.james@epa.gov
<b>First-line Supervisor:</b> Karen McCormick	<b>First-line Supervisor's Work Phone:</b> 214-665-8365
<b>Proposed Start Date:</b> asap	<b>If Temporary, Proposed End Date:</b>

Address of Remote Work Location (Including city, state and zip code):

### Ex. 6 Personal Privacy (PP)

<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-7367	<b>Alternate Phone Number (if available):</b> Ex. 6 Personal Privacy (PP)
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div><b>JAMES DRAKE</b></div> <div>Digitally signed by JAMES DRAKE DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=JAMES DRAKE, 0.9.2342.19200300.100.1.1=68001003749391 Date: 2022.03.22 09:09:18 -05'00'</div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>16 MAR 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

## Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP) The ability to meet virtually and be accessible during most all times of the duty day will continue to enhance communications with all our NPS stakeholders throughout the region. I'm confident the ability to stay in contact with my supervisor and more experienced colleagues will only continue to advance our mission to protect human health and the environment.

**Approval/Disapproval (attach documentation):**

☐ Approved  
☐ Disapproved (cite reason(s) below)

**Employee's Signature:**

JAMES DRAKE

Digitally signed by JAMES DRAKE  
DN: cn=J.S. Government, ou=Environmental Protection Agency, cn=JAMES DRAKE, c=US, email=j.s.drake@epa.gov, o=U.S. Government, ou=Environmental Protection Agency, cn=JAMES DRAKE, c=US, email=j.s.drake@epa.gov

Date: \_\_\_\_\_

16 Mar 2022

Supervisor's Signature:

**KAREN MCCORMICK**

Digitally signed by KAREN MCCORMICK  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=KAREN MCCORMICK,  
0.9.2342.19200300.100.1.1=68001003655557  
Date: 2022.03.22 10:29:49 -05'00'

Date: \_\_\_\_\_

AA/RA (or designee) Signature: \_\_\_\_\_

CECIL RODRIGUES

Digitally signed by CECIL  
RODRIGUES  
Date: 2022.04.22 20:24:35 -04'00'

Date: \_\_\_\_\_

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



## Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	N/A	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature **JAMES DRAKE**  
Digitally signed by JAMES DRAKE  
 DN: cn=US, ou=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=JAMES DRAKE,  
 o=U.S. EPA, ou=U.S. Government,  
 Date: 2022.02.24 15:28:10 -0500

Supervisor Signature **KAREN MCCORMICK**  
Digitally signed by KAREN MCCORMICK  
 DN: cn=US, ou=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=KAREN MCCORMICK,  
 o=U.S. EPA, ou=U.S. Government,  
 Date: 2022.03.17 12:54:44 -0500

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Clovis Steib	<b>Job Title &amp; Grade:</b> Environmental Scientist, GS-13
<b>AAship/Region and Division:</b> Region 6, ARD	<b>Address of Official Agency Worksite:</b> 1201 Elm St., Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7566	<b>Employee's Work E-mail Address:</b> steib.clovis@epa.gov
<b>First-line Supervisor:</b> Melanie Magee	<b>First-line Supervisor's Work Phone:</b> 214-665-7161
<b>Proposed Start Date:</b> 1/30/2022	<b>If Temporary, Proposed End Date:</b>

Address of Remote Work Location (Including city, state and zip code):

### Ex. 6 Personal Privacy (PP)

**Within same Locality Pay Area of Official Agency Worksite:**

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

**Phone Number:**

214-665-7566

**Alternate Phone Number (if available):**

Ex. 6 Personal Privacy (PP)

**Request:**

Check one:

☒ New Request

☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

### Section 3. Safety Certification

**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

### Section 4. Employee Certification and Signature



Digitally signed by CLOVIS STEIB  
DN: c=US, o=U.S. Government, ou=Environmental Protection  
Agency, cn=CLOVIS STEIB,  
0.9.2342.19200300.100.1.1-68001003652751  
Date: 2022.01.19 11:55:32 -06'00'

1/19/2022

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 1/19/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Telework Fundamentals Employee Training Certificate(s) attached.




**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See Attached

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>  Digitally signed by CLOVIS STEIB DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=CLOVIS STEIB, 0.9.2342.19200300.100.1.1=68001003652751 Date: 2022.01.19 11:58:39 -06'00'	<b>Date:</b> 1/19/2022
<b>Supervisor's Signature:</b> MELANIE MAGEE Digitally signed by MELANIE MAGEE DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=MELANIE MAGEE, 0.9.2342.19200300.100.1.1=68001003652733 Date: 2022.03.15 11:53:33 -05'00'	<b>Date:</b> 3/15/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.31 07:11:30 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.


**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have been successfully working from home, full-time and without issue for the past 2 years+ during the COVID Pandemic. During this time, my productivity has been consistent, and I continue to maintain a high level of performance in my job responsibilities. While working remotely from home on Maximum Telework schedule, I've developed habits that support independent task performance—specifically, the ability to work with minimal direct supervision, organized work practices, good planning skills, the ability to meet schedules and deadlines, effective time management skills, and effective communication.

Approval of my Remote Work request/application will not in any way diminish the Agency's ability to accomplish its mission and/or meet its operational goals. I believe I've demonstrated that I can do every aspect of my job from a RWL (my home) and do it very well. Additionally, allowing me to work remotely will have added benefits for both the Agency and me. Working from an RWL:

- Helps me to better manage my professional and personal responsibilities (i.e., my work/life balance).
- Eliminates travel time and the stress of commuting
- Has a positive impact on the environment & can be used to help slow the spread of disease by keeping face-to-face contact to a minimum (often referred to as "social distancing") while maintaining operations as close to normal as possible.
- Provides greater flexibility to myself and the Agency to complete my daily workload
- Potentially improves performance and productivity by providing a distraction-free work environment
- Reduces personnel and personal costs
- Allows government service to continue during emergency situations

 Digitally signed by CLOVIS STEIB  
DN: c=US, o=U.S. Government,  
ou=Environmental Protection  
Agency, cn=CLOVIS STEIB,  
0.9.2342.19200300.100.1.1=68001003  
652751  
Date: 2022.01.19 12:43:07 -06'00'

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Christopher Perry	<b>Job Title &amp; Grade:</b> Oil Inspector; GS-13
<b>AAship/Region and Division:</b> Region 6 / Superfund	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6702	<b>Employee's Work E-mail Address:</b> perry.chris@epa.gov
<b>First-line Supervisor:</b> Lyndsey Nguyen	<b>First-line Supervisor's Work Phone:</b> 214-665-3143
<b>Proposed Start Date:</b> 3/14/22	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">         Ex. 6 Personal Privacy (PP)       </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/29/19</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Since before the beginning of COVID, the Oil Team has worked to turn the oil program fully digital. All inspection reports are digital with no hard copies that need to be retained. All tracking information and needed information to complete my responsibilities as an inspector and SPCC/FRP Coordinator are maintained on MS Teams, which can be accessed from my computer at any location. This means that I can complete my job from any location and will not diminish the Agency's ability to accomplish its mission under the SPCC and FRP program.

**Approval/Disapproval (attach documentation):**



Approved



Disapproved (cite reason(s) below)

**Employee's Signature:** CHRISTOPHER PERRY

Digitally signed by CHRISTOPHER PERRY  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=CHRISTOPHER PERRY,  
0.9.2342.19200300.100.1.1=68001003655733  
Date: 2022.03.14 08:49:37 -05'00'

**Date:**  
03/14/22

**Supervisor's Signature:** LYNDSEY NGUYEN

Digitally signed by LYNDSEY NGUYEN  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=LYNDSEY NGUYEN,  
0.9.2342.19200300.100.1.1=68001003688387  
Date: 2022.03.25 13:39:02 -05'00'

**Date:**  
3/25/2022

**AA/RA (or designee) Signature:**

*HCWA*

**Date:**  
07/13/2022

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Remote Work Application Additional Questions:

1. Will need PDs and/or detailed description of current duties for all employees in application? PD is attached
2. If employee does inspections, does he or she need to get a car or field equipment from office? Yes, employee does inspections. Both POV and GOV (for specific situations) will be utilized. Only for rare occasions, in any, will GOVs be utilized for inspections. No equipment nor need to enter the office is needed for this position.
3. If the employee has been hired during the Pandemic (GS9) – Would they benefit from in person training and/or mentoring? N/A
4. Does he or she need access to paper files and/or CBI to perform duties? If so how would those files/information be shared with he or she? No
5. Do they need to meet with state in person as part of their oversight role? No
6. If EPA is issuing the permit does employee need to attend any public meetings or engage with the community in person? Need to answer this question about the future as we return to in person meetings. No, employee does not meet for public meetings nor engage with the community
7. Could he/she be a potential witness in an appeal of an EPA permit? No, not likely

Print this certificate

Close this window



## Part 2. Grants/Cooperative Agreements Duties

### Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

### Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

### Project Management/Administration:

- ☐ Monitors recipient=s activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

### Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

### Percentage of Time Spent on Grants/Cooperative Agreements Management:

0 %

## Part 3. Interagency Agreements Duties

### Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☒ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☒ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

### Project Management/Administration:

- ☒ Reviews progress reports/financial reports

- ☒ Monitors cost management and overall technical performance
- ☒ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☒ Inspects and accepts deliverables
- ☐ Other (list)

### Close-out:

- ☒ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

### Time Spent on Interagency Agreements Management:

5 %



### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	Yes	


*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature **CHRISTOPHER PERRY**  
Digitally signed by CHRISTOPHER PERRY  
 DN: c=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=CHRISTOPHER PERRY,  
 0.9.2342.19200300.100.1.1=68001003668387  
 Date: 2022.03.10 14:57:28 -0500

Supervisor Signature **LYNDSEY NGUYEN**  
Digitally signed by LYNDSEY NGUYEN  
 DN: c=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=LYNDSEY NGUYEN,  
 0.9.2342.19200300.100.1.1=68001003668387  
 Date: 2022.03.25 13:40:11 -0500



## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Rick Ehrhart	<b>Job Title &amp; Grade:</b> Env. Scientist 1301 14/10
<b>AAship/Region and Division:</b> EPA Region 6 LCARD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6765	<b>Employee's Work E-mail Address:</b> ehrhart.richard@epa.gov
<b>First-line Supervisor:</b> Laurie King	<b>First-line Supervisor's Work Phone:</b> 214-665-6771
<b>Proposed Start Date:</b> TBD May-July	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div>Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div><b>RICHARD EHRHART</b> Digitally signed by RICHARD EHRHART DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=RICHARD EHRHART, 0.9.2342.19200300.100.1.1=68001003637959 Date: 2022.03.04 15:05:17 -06'00'</div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input type="checkbox"/> Remote Work Training taken on <u>7/24/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached.

Approval/Disapproval (attach documentation):

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> RICHARD EHRHART <small>Digitally signed by RICHARD EHRHART DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=RICHARD EHRHART, 0.9.2342.19200300.100.1.1=#68001003637959 Date: 2022.03.04 15:03:58 -05'00'</small>	<b>Date:</b> 3/4/2022
<b>Supervisor's Signature:</b> LAURIE KING <small>Digitally signed by LAURIE KING DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LAURIE KING, 0.9.2342.19200300.100.1.1=#68001003655493 Date: 2022.04.21 14:20:00 -05'00'</small>	<b>Date:</b> 3/4/2022
<b>AA/RA (or designee) Signature:</b> HCUA	<b>Date:</b> May 9, 2022
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Ehrhart Remote Work Supervisory explanation – March 2022

Rick Ehrhart has indicated that he is permanently moving to Marble Falls, TX, between May and July of 2022. **Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)** For the reasons identified below, it is in the best interest of the agency to approve his remote application to keep him on board for as long as possible, rather than have him retire when he moves in just a few months.

Rick Ehrhart is currently the RCRA Corrective Action Technical Expert, GS 14, for the Land Division. He is the main contact with the State authorized corrective action programs. He assists the States to identify and resolve difficult RCRA cleanup issues providing advice and technical assistance. Rick has also through the years been the lead in the RCRA program in evaluating and providing oversight of State authorized corrective action programs of all five R6 States as well as being involved in several controversial and difficult site-specific corrective action oversight cases, like Delfasco Forge in Grand Prairie, Texas and most recently Union Pacific Railroad/Houston Wood Preserving site in Houston. Rick's thorough reviews and exceptional technical work has been instrumental in gaining the confidence of the community, state, and EPA upper management in assuring that the work is being done appropriately.

Currently, as part of succession planning in the RCRA Corrective Action Section, we are transitioning other senior level staff to take on individual State Corrective Action lead roles. Rick's continued leadership and involvement remotely in this process for the next 18 months is vital to help facilitate this transition and to have a continued problem-solving role with our States. Rick has demonstrated that he is very effective in communicating and coordinating with all parties remotely.

As indicated in his request, this will be a short-term remote work situation for only about 18 months. That should give us sufficient time to elevate the other senior staff to a more experienced position as State leads in order to continue to provide oversight and support to our authorized State agencies and any community outreach efforts that may be needed.

## Rick Ehrhart: Remote Work Application Request

I am applying for remote work because in the May-July 2022 timeframe, I will be permanently relocating from the DFW area to Marble Falls, TX, near Austin. I anticipate that I would work another 18 months from my new RWL as my wife has agreed to continue to manage her company's Oracle IT conversion during that same period, after which, we both plan on retiring.

I serve as the RCRA corrective action technical lead for the LCRD Division, RCRA, Brownfields, and Solid Waste Branch (6LCR-R), and RCRA Corrective Action Section (6LCR-RC). I work closely with EPA Region 6 States, the Enforcement and Compliance Assurance Division, the Superfund and Emergency Management Division, ORCR, and other Regions on a regular basis. Since 2000, I've worked in the RCRA program as an Environmental Scientist-1301-14. I was a Technical GS-14 in the Superfund Division in 1995 and was responsible for one of the highest priority Superfund sites in the country. My performance reviews over the years have routinely been rated as outstanding.

I work closely with authorized States to identify and resolve RCRA cleanup issues, provide program oversight, as well as to track progress at GPRA sites. I regularly participate in discussions with management regarding how to implement new RCRA Program priorities, such as streamlining and expediting cleanups, site reuse, sustainability, resiliency efforts in disaster-prone areas, mitigating climate change impacts, etc.

I was responsible for establishing an Interagency Agreement (IA) between EPA Region 6's RCRA program and the DOE's National Renewable Energy Lab (NREL), which I have managed for the past 10 years. The IA has augmented our RCRA Program's efforts to encourage renewable energy and energy efficiency projects on former or current environmentally contaminated sites, and at other non-impacted property, to promote voluntary greenhouse gas emission reductions, climate change mitigation, reuse or higher end use of fallow property, as well as other sustainability efforts.

I regularly organize meetings between our Superfund and RCRA Divisions to discuss potential Superfund assistance at financially distressed or bankrupt RCRA facilities, which are frequently located in EJ and climate sensitive areas and often having limited or no resources for investigation and cleanup. Superfund has completed multiple removal actions for our program at these RCRA sites.

I managed a vapor intrusion investigation and mitigation effort at a bankrupt RCRA site where operations from the facility contaminated groundwater with trichloroethylene (TCE). The TCE plume was approximately 65 acres in size and extended under a low income, multi-ethnic, residential neighborhood. Extensive community outreach was necessary to gain the trust of the community due to the complex and intrusive nature of vapor intrusion investigations. Information was provided to the residents at in home settings and during larger venue meetings held at the local library/recreational center. Sampling indicated that vapor intrusion was occurring in the neighborhood. Actual exposures were later confirmed from a health study conducted by the State Health Department and ATSDR. EPA preemptively offered over 80 households free vapor mitigation systems as an immediate health-protective interim solution. Concurrently, we worked with our Superfund Division to get the site listed on the NPL, which became one of the first two sites in the country to be added to the NPL for the vapor intrusion pathway.

I have approximately 30 years of federal contracting experience and have served as the COR on numerous RCRA state assistance projects. I have recently started training new section employees on RCRA contracting processes, including developing scopes of work, government cost estimates, conducting contractor performance reviews, deliverable reviews, invoice reviews, etc. As part of my mentoring activities, I developed a Teams website as a resource for new CORs to manage and track their contract projects more effectively. I also work with our states to identify sites or projects that could benefit from EPA contractor resources. Many of these projects involve filling data gaps at bankrupt or underfunded RCRA sites which can ultimately contribute to their cleanup and reuse.

I am currently the Region 6 technical lead for the UPRR Houston Wood Preserving site, located in the Kashmere Gardens/Fifth Ward area in Houston, Texas. My main involvement has been conducting a review of more than 20 years of site investigation reports as well as the cleanup options being proposed by the State in the draft permit and compliance plan. I prepared EPA's comments on the draft permit which were sent to the State through EPA HQs during the formal comment period.

Because of recent staff retirements, nearly half of the LCR-RC Section is made up of new employees. I spend a significant portion of my time mentoring new staff on "All Things RCRA".

If approved for remote work I will continue to support the Agency in achieving its mission and goals, as well as contribute to the future success of the Region 6 RCRA program.



### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	N/A	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	N/A	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the **Remote Work Location** and must be completed and given to your supervisor with your **Remote Work Agreement**. Signing this form does not guarantee that the **RWL** is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their **RWL** that could impact **the** health and safety of the employee and others.*

Employee Signature **RICHARD EHRHART**  
Digitally signed by RICHARD EHRHART  
 DN: cn=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=RICHARD EHRHART,  
 0.9.2342.19200300.100.1.1=6800100365493  
 Date: 2022.02.15 18:12:28 -06'00'

Supervisor Signature **LAURIE KING**  
Digitally signed by LAURIE KING  
 DN: cn=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=LAURIE KING,  
 0.9.2342.19200300.100.1.1=6800100365493  
 Date: 2022.03.04 14:49:53 -06'00'

# *Certificate of Completion*

For:

*Telework Fundamentals - Employee Training*

Presented to:

*Rick Ehrhart*



July 24, 2019



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> LATRECIA CUNNINGHAM	<b>Job Title &amp; Grade:</b> MGMT PROGRAM ANALYST GS-0343-13/6
<b>AAship/Region and Division:</b> REGION 6, MISSION SUPPORT DIVISION	<b>Address of Official Agency Worksite:</b> 1201 ELM STREET, DALLAS, TX 75270
<b>Employee's Work Phone:</b> 214-665-6567	<b>Employee's Work E-mail Address:</b> CUNNINGHAM.LATRECIA@EPA.GOV
<b>First-line Supervisor:</b> HEATHER CHANDLER	<b>First-line Supervisor's Work Phone:</b> 214-665-8032
<b>Proposed Start Date:</b> 4/26/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-6567	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/21/2022 (telework)</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached

Approval/Disapproval (attach documentation):

☒

Approved

☐

Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> LATRECIA CUNNINGHAM	Digitally signed by LATRECIA CUNNINGHAM Date: 2022.04.15 11:59:23 -05'00'	<b>Date:</b> 4/15/2022
<b>Supervisor's Signature:</b> <i>Heather Chandler</i> Region 6 Budget Officer	Digitally signed by Heather Chandler Date: 2022.04.18 12:25:55 -05'00'	<b>Date:</b> 4/18/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 17:24:02 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

REGION 6

1201 ELM STREET, SUITE 500  
DALLAS, TEXAS 75270

April 14, 2022

**MEMORANDUM**

**SUBJECT:** Requesting Approval for Full-Time Remote Work

**FROM:** Latrecia Cunningham  
Management and Program Analyst, Budget Operations Section

**THRU:** Heather Chandler  
Supervisor, Budget Operations Section

**TO:** Cecil Rodrigues  
Acting Deputy Regional Administrator, Region 6

Beginning March 2020, EPA implemented maximum telework and employees begin working from a remote work location. For the last two years I have been able to efficiently and effectively maintain a high level of performance while working from a Remote Work Location. My RWL has a dedicated office space equipped with high-speed internet, printer/copier, and an external monitor which allows me to perform my duties as efficiently as in the office. Working remotely, I proactively communicate expectations and any upcoming projects with my supervisor and team members. The use of Microsoft Teams has allowed for seamless collaboration with co-workers on projects, meetings, and file sharing. Working remotely I have been more productive spending more time completing projects without the interruptions or distractions that come with working in the office environment.

As a Management and Program Analyst my position requires accuracy and attention to detail to manage, issue and track the Region's Full-Time-Equivalent (FTE) allocation and utilization. I regularly review the division and regional FTE allocation along with onboard levels to monitor progress against milestones and goals. Each month I provide the division's with their current FTE/Onboard standing based on current onboard and any projected gains and losses to assess progress. I am able to project the region's FTE overage/under each quarter based on gains/losses and separation trends. Being proactive with identifying any potential FTE overruns or issues keeps management abreast on the region's workforce allocation to accomplish the Regional/Divisional Program's goals and objectives. I run bi-weekly reports from financial and HR database systems to gather information on the regions onboard and FTE utilization. I collaborate and work closely with the regional payroll coordinator to provide data on projected gains and losses that is used to calculate payroll needs and FTE utilization. I coordinate with HR on matters related to recruitment and hiring to ensure the Regional Hiring Plan is coordinated with FTE levels and within defined limits. I maintain an updated and detailed chart of any movement throughout the region that includes internal/external hires, details, non-pay actions and separations to project utilization and stay within the region's allocation. I meet monthly with the MSD Deputy Director to keep her abreast of the region's FTE projection. I also serve as a Funds Control Officer back-up when the primary is unavailable.

All of my duties can be completed efficiently and effectively from a remote working location and this position has no need to meet with customers in person.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

I have demonstrated that my performance aligns with and supports the Agency's mission, accomplishments, and meeting operational goals and is fully portable.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Carmen Assunto	<b>Job Title &amp; Grade:</b> Public Affairs Specialist - GS 13-10
<b>AAship/Region and Division:</b> EPA Region 6 ORAXG	<b>Address of Official Agency Worksite:</b> 10625 Fallstone Road, Houston TX 77099
<b>Employee's Work Phone:</b> 281-983-2196	<b>Employee's Work E-mail Address:</b> assunto.carmen@epa.gov
<b>First-line Supervisor:</b> Janie Acevedo	<b>First-line Supervisor's Work Phone:</b> 214-665-2120
<b>Proposed Start Date:</b> March 13, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>march 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have been able to perform all my job duties and meet all expectations while working remotely since the Covid-19 pandemic. My job duties include state and local liaison, Web administrator, and emergency coordinator. I have been able to handle several natural disasters (i.e., Winter Storm Uri-Viola; Hurricanes Laura, Delta, Ida, Zeta, Nicholas, Sally) remotely, working as the lead Public Information Officer for Superfund's Regional Emergency Office Center. As the committee representative for ORAX, I've also participated in several region-wide exercises with ORAX senior management for Regional Incident Coordination Team and Continuity of Operations Plan.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> CARMEN ASSUNTO	Digitally signed by CARMEN ASSUNTO Date: 2022.03.01 15:29:14 -06'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> Janie Acevedo	Digitally signed by Janie Acevedo Date: 2022.03.17 14:26:48 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.21 13:04:30 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Brian Christopher Dye	<b>Job Title &amp; Grade:</b> Physical Scientist GS-13
<b>AAship/Region and Division:</b> R6 WD-DD	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6441	<b>Employee's Work E-mail Address:</b> dye.brian@epa.gov
<b>First-line Supervisor:</b> Angela Resitvo	<b>First-line Supervisor's Work Phone:</b> 214-665-7123
<b>Proposed Start Date:</b> 04/24/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>09/23/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I will perform all my duties as effectively from my RWL as from the Official Agency worksite by continuing to: maintain a fully functional home office with a stable, high-speed Internet connection which in conjunction with my cellular wireless tethered hot-spot, in my judgment, has performed more reliably than the office connection; require documents sent to be sent electronically whenever possible (as per our mission to eliminate paper waste); participate in meetings virtually; and when safe and overall more beneficial, join in-person meetings and conferences. I will continue to perform work duties that require physical presence at the work locations, such as site visits, tribal conferences, trainings, etc. In addition to continuing to fulfill routine work responsibilities, remote work will provide an added benefit to my ability to accomplish the agency's mission by enabling me to utilize the extra time (three hours) not commuting by attending classes and meetings as a part of my Ph.D., which I am enrolled to start this fall semester. Additionally, I am scheduled to begin a Embassy Science Fellowship virtually this summer in Kazakhstan (an 11-hour time difference). The added flexibilities from remote work greatly enhance my ability to learn and balance work between time zones.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> BRIAN DYE	Digitally signed by BRIAN DYE Date: 2022.04.04 13:39:45 -05'00'	<b>Date:</b> 04/04/2022
<b>Supervisor's Signature:</b> ANGELA RESTIVO	Digitally signed by ANGELA RESTIVO Date: 2022.04.05 11:35:41 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.01 20:40:29 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Cynthia Fanning	<b>Job Title &amp; Grade:</b> Public Affairs Specialist
<b>AAship/Region and Division:</b> Region 6, Office of the Regional Administrator, Office of Ex	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Ste. 500, Dallas, Texas 75270
<b>Employee's Work Phone:</b> 214-665-2142	<b>Employee's Work E-mail Address:</b> fanning.cynthia@epa.gov
<b>First-line Supervisor:</b> Janie Acevedo	<b>First-line Supervisor's Work Phone:</b> 214-665-2296
<b>Proposed Start Date:</b> 4-28-2022	<b>If Temporary, Proposed End Date:</b> n/a
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-662-7163 (EPA cell)	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3-21-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Employee is a back up for developing social media for the Region. All work is done electronically via email, MS Teams, SharePoint, or other agency system whether in the office or remote. There is no impact on quality or quantity of work done by the location in which it is performed. Employee is a webmaster for the EPA Internet content and is the lead Intranet Coordinator for the region.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> CYNTHIA FANNING	Digitally signed by CYNTHIA FANNING Date: 2022.03.21 15:36:12 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> JANIE ACEVEDO	Digitally signed by JANIE ACEVEDO Date: 2022.12.14 14:59:57 -06'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> CHARLES MAGUIRE	Digitally signed by CHARLES MAGUIRE Date: 2022.12.20 09:57:28 -06'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Amber Garcia-Aranoz	<b>Job Title &amp; Grade:</b> Environmental Engineer GS-0819-12
<b>AAship/Region and Division:</b> EPA/Region 6 LCRD	<b>Address of Official Agency Worksite:</b> 1201 Elm St Ste 500 Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-2179	<b>Employee's Work E-mail Address:</b> garciaaranoz.amber@epa.gov
<b>First-line Supervisor:</b> Harry Shah	<b>First-line Supervisor's Work Phone:</b> 214-665-6457
<b>Proposed Start Date:</b> 04/01/2022	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">         Ex. 6 Personal Privacy (PP)       </div>	<b>Alternate Phone Number (if available):</b> N/A
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12/15/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

All of my duties that include conducting permit reviews can be completed via my EPA computer and using MS Teams. During

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> GarciaAranoz, Amber	Digitally signed by GarciaAranoz, Amber DN: cn=GarciaAranoz, Amber, email=GarciaAranoz.Amber@epa.gov Date: 2022.01.25 07:48:36 -06'00'	<b>Date:</b> 1/25/2022
<b>Supervisor's Signature:</b> HRUSHIKESH SHAH	Digitally signed by HRUSHIKESH SHAH DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=HRUSHIKESH SHAH, 0.9.2342.19200300.100.1.1=68001003655674 Date: 2022.02.15 16:42:08 -06'00'	<b>Date:</b> 2/15/22
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	Digitally signed by CECIL RODRIGUES Date: 2022.04.11 16:55:09 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Garcia-Aranoz, Amber – Remote Work Text

All of my duties that include conducting permit reviews can be completed via my EPA computer and using MS Teams. During the pandemic, while we were working at home, I was able to complete all of my assigned permit reviews before their deadlines.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Doretha Christian	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist GS-13
<b>AAship/Region and Division:</b> EPA/Region 6/Superfund & Emergency Management Divis	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270-2102
<b>Employee's Work Phone:</b> 214.665.6734	<b>Employee's Work E-mail Address:</b> christian.doretha@epa.gov
<b>First-line Supervisor:</b> Lydia Johnson	<b>First-line Supervisor's Work Phone:</b> 214.665.8419
<b>Proposed Start Date:</b> 4/25/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/30/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Duties can be performed and accomplished equally effectively at the RWL as evidenced during the current telework structure. Working at the RWL causes no impediment to effectively accomplishing work tasks/assignments. Needed technology is fully functional with access to all systems, and there is no foreseen disruption to communication with internal or external clients/customers. (b) (6)

Duties include planning/coordination/management of Superfund special accounts, negotiations and litigation support, issuance of Superfund oversight bills/cost documentation, general records management activities and reporting, communication and collaboration with site teams, managers, other divisions, HQ, the Cincinnati Finance Center, other internal/external entities, and participation on national workgroups. Additionally will continue to serve as a mentor and SEE enrollee monitor as well as develop standard operation procedures, as required. I will respond to any programmatic issues/work at the Official Agency worksite which may require physical in-person presence and interaction, as necessary and if needed, to perform any of the above duties.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> DORETHA CHRISTIAN	Digitally signed by DORETHA CHRISTIAN Date: 2022.03.31 09:04:03 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> DAWN JOHNSON	Digitally signed by DAWN JOHNSON Date: 2022.04.15 17:25:30 -05'00'	<b>Date:</b> 4/15/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.06.21 13:02:42 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Christian, Doretha – Remote Work Text

Duties can be performed and accomplished equally effectively at the RWL as evidenced during the current telework structure. Working at the RWL causes no impediment to effectively accomplishing work tasks/assignments. Needed technology is fully functional with access to all systems, and there is no foreseen disruption to communication with internal or external clients/customers. Ex. 6 Personal Privacy (PP)

## **Ex. 6 Personal Privacy (PP)**

Ex. 6 Personal Privacy (PP) Duties include planning/coordination/management of Superfund special accounts, negotiations and litigation support, issuance of Superfund oversight bills/cost documentation, general records management activities and reporting, communication and collaboration with site teams, managers, other divisions, HQ, the Cincinnati Finance Center, other internal/external entities, and participation on national workgroups. Additionally will continue to serve as a mentor and SEE enrollee monitor as well as develop standard operation procedures, as required. I will respond to any programmatic issues/work at the Official Agency worksite which may require physical in-person presence and interaction, as necessary and if needed, to perform any of the above duties.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Stephen Sturdivant	<b>Job Title &amp; Grade:</b> Environmental Engineer
<b>AAship/Region and Division:</b>	<b>Address of Official Agency Worksite:</b> 1201 Elm St., Suite 500, Dallas, Tx 75270
<b>Employee's Work Phone:</b> 214-665-6673	<b>Employee's Work E-mail Address:</b> sturdivant.stephen@epa.gov
<b>First-line Supervisor:</b> Renee Bellew	<b>First-line Supervisor's Work Phone:</b> 214-665-2793
<b>Proposed Start Date:</b> 3/11/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2022/01/31</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I've been remote working for close to two years now Ex. 6 Personal Privacy (PP) I research, educate, and facilitate discussion between stakeholders and provide technical assistance. I can do all these things remotely. Before the pandemic, if I were to do something in person with stakeholders, I would always travel to them anyways. I can find no reason to justify coming into the office. Since having an office space for me costs the agency money and causes environmental impact to air condition, furnish, clean, and travel to that space, I feel coming into the office with no justification would go against the mission of my agency and its operational goals.

**Approval/Disapproval (attach documentation):**



Approved



Disapproved (cite reason(s) below)

**Employee's Signature:** STEPHEN  
STURDIVANT

Digitally signed by STEPHEN STURDIVANT  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=STEPHEN STURDIVANT,  
0.9.2342.18200300.100.1.1=88001003655678  
Date: 2022.03.10 10:32:58 -05'00'

**Date:**

**Supervisor's Signature:** RENEE BELLEW

Digitally signed by RENEE  
BELLEW  
Date: 2022.03.16 15:26:51 -05'00'

**Date:**

3/16/22

**AA/RA (or designee) Signature:**

CECIL RODRIGUES

Digitally signed by CECIL RODRIGUES  
Date: 2022.04.08 13:05:46 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Tung Nguyen	<b>Job Title &amp; Grade:</b> Environmental Engineer, 13
<b>AAship/Region and Division:</b> Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500 Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7153	<b>Employee's Work E-mail Address:</b> nguyen.tung@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> 214-665-7523
<b>Proposed Start Date:</b> By May 2, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>ASAP</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Assigned works are mostly portable; files & documents can be accessible at the RWL with provided technology. Temporary coming to office is an alternate plan as needed.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> TUNG NGUYEN	<b>Date:</b> 3/14/2022
<b>Supervisor's Signature:</b> BRENT LARSEN <small>Digitally signed by BRENT LARSEN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRENT LARSEN, 0.9.2342.19200300.100.1.1=68001003652681 Date: 2022.03.18 13:49:53 -05'00'</small>	<b>Date:</b> 3/17/2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES <small>Digitally signed by CECIL RODRIGUES Date: 2022.04.14 18:55:22 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> La Gayla Johnson	<b>Job Title &amp; Grade:</b> EPS/GS-12
<b>AAship/Region and Division:</b> Region 6 - Office of Regional Counsel - FOIA Branch	<b>Address of Official Agency Worksite:</b> 1201 Elm St., Ste 500 Dallas, TX 75270
<b>Employee's Work Phone:</b> (214) 665-7517	<b>Employee's Work E-mail Address:</b> johnson.lagayla@epa.gov
<b>First-line Supervisor:</b> James Murdock	<b>First-line Supervisor's Work Phone:</b> (214) 665-7302
<b>Proposed Start Date:</b> 5-2-2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3-1-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I can perform my duties effectively from RWL by maintaining my integrity and professionalism, working regular hours, planning my workday to meet goals, keeping work and home boundaries separate, collaborate with team members to keep the workflow moving, attend training, weekly meetings and continue effective communication with my supervisor and co-workers to stay connected. Working remotely is less distractions and I'm able to focus more on productivity. Having remote tools enable me to still function with my team and work together despite being apart.

Working remote work will not cause the Agency to diminish its ability to accomplish its mission and meet its operation goals, since it has been proven that the agency productivity has been higher in the last two year as we have all been in remote work due to Covid-19. My ability to accomplish the Agency's mission is to do my job without any impediment on my performance or quality of work. Also being more efficient and having the ability to work independently with minimum direct supervision will make it possible for me to fulfill the agency operational goals.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Johnson, LaGayla	Digitally signed by Johnson, LaGayla Date: 2022.04.28 12:07:34 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> JAMES MURDOCK	Digitally signed by JAMES MURDOCK Date: 2022.05.02 07:52:50 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 13:07:22 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Tameka McCaskill	<b>Job Title &amp; Grade:</b> Environmental Scientist, GS 12
<b>AAship/Region and Division:</b> Region 6/Land, Chemicals & Redevelopment Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-8578	<b>Employee's Work E-mail Address:</b> mccaskill.tameka@epa.gov
<b>First-line Supervisor:</b> Renee Bellew	<b>First-line Supervisor's Work Phone:</b> 214-665-2793
<b>Proposed Start Date:</b> 45 days from the BUE return to office date	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;"> Ex. 6 Personal Privacy (PP) </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/24/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Currently, I serve as senior grants project officer for the Region 6 Underground Storage Tanks (UST) Program, managing grants and cooperative agreements issued pursuant to the Subtitle I of the Solid Waste Disposal Act to states and intertribal consortia. I independently manage nine prevention and cleanup grants and two hurricane recovery grants totaling over ten million dollars. As the senior UST grants point of contact, I provide technical expertise and clarification on programmatic grant guidance, prepare and present materials for briefings and presentations, both oral and written, to internal program staff, senior management, state contacts, intertribal consortia, and EPA Headquarters. Thanks to the agency tools in place, such as on-line grant systems, electronic files and Microsoft teams (audio and video capability), I am able to successfully perform all the duties of my job 100% remote with no in-person interaction.

Ex. 6 Personal Privacy (PP)

**Ex. 6 Personal Privacy (PP)**

Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals. It will, in fact, enhance my ability to accomplish the agency's mission as I am able to focus with less distraction and interruption that often occur in the office.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:** Digitally signed by TAMEKA MCCASKILL  
DN: c=US, o=U.S. Government, ou=Environmental Protection Agency,  
cn=TAMEKA MCCASKILL, 0.9.2342.19200300.100.1.1=68001003655656  
Date: 2022.03.10 12:26:26 -06'00'

**Date:**  
3/10/2022

**Supervisor's Signature:** Digitally signed by RENEE BELLEW  
RENEE BELLEW  
Date: 2022.03.15 16:58:14 -05'00'

**Date:**  
3/15/22

**AA/RA (or designee) Signature:** Digitally signed by CECIL RODRIGUES  
CECIL RODRIGUES  
Date: 2022.04.22 20:07:49 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Jeffrey T. Riley	<b>Job Title &amp; Grade:</b> Environmental Scientist, GS-13
<b>AAship/Region and Division:</b> EPA Region 6, Air & Radiation Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270
<b>Employee's Work Phone:</b> (214) 665-8542	<b>Employee's Work E-mail Address:</b> riley.jeffrey@epa.gov
<b>First-line Supervisor:</b> Melanie Magee	<b>First-line Supervisor's Work Phone:</b> (214) 665-7161
<b>Proposed Start Date:</b> 4/24/2022	<b>If Temporary, Proposed End Date:</b>

**Address of Remote Work Location (including city, state and zip code):****Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

Ex. 6 Personal Privacy (PP)

**Alternate Phone Number (if available):****Request:**

Check one:

☒ New Request☐ Request for Modification to Existing AgreementCheck if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**


**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

**Section 4. Employee Certification and Signature**

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 3/23/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)



<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>I have been working in an Episodic Telework capacity for the duration of Region 6 office closure due to COVID-19. I feel this situation has been analogous to how my work &amp; work responsibilities would be conducted remotely. During Episodic Telework, my productivity &amp; performance has increased beyond the preceding years in the office. <span style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</span></p> <p><b>Ex. 6 Personal Privacy (PP)</b> Thanks to extensive use of SharePoint and Teams, both in R6 Air &amp; Radiation Division as well as Agency-wide, my work responsibilities consist of no hardcopy deliverables, and little to no in-person interactions - certainly no interactions that have not been conducted effectively and efficiently through Teams, e-mail, telephone and web conferencing resources. Moreso, many of my work interactions already consisted of non "face-to-face" phone, e-mail &amp; web conference interactions pre-pandemic, as my work responsibilities involve numerous organizations external to EPA. Removing a 1-hour round-trip commute from my daily work schedule allows me flexibility to adjust my daily 3:30 p.m. sign-off to catch later work meetings if needed, as well as having that hour to complete additional or emergency tasks within a workday if needed with no distractions from office noise/activity.</p> <p><b>Approval/Disapproval (attach documentation):</b></p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p><b>Employee's Signature:</b></p> 	<p><b>Date:</b></p> <p>3/31/2022</p>
<p><b>Supervisor's Signature:</b></p> <p>Melanie Magee</p>	<p><b>Date:</b></p> <p>April 11, 2022</p>
<p><b>AA/RA (or designee) Signature:</b></p> <p>HCUA</p>	<p><b>Date:</b></p> <p>May 9, 2022</p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Sherburne, Richard	<b>Job Title &amp; Grade:</b> Financial Management Specialist
<b>AAship/Region and Division:</b> Region 6 / Mission Support Div / Comp Office / Budget Sec	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas TX 75250
<b>Employee's Work Phone:</b> 214-665-8549	<b>Employee's Work E-mail Address:</b> sherburne.richard@epa.gov
<b>First-line Supervisor:</b> Chandler, Heather	<b>First-line Supervisor's Work Phone:</b> 214-665-8032
<b>Proposed Start Date:</b> 05/01/2022	<b>If Temporary, Proposed End Date:</b>

**Address of Remote Work Location (Including city, state and zip code):****Ex. 6 Personal Privacy (PP)****Within same Locality Pay Area of Official Agency Worksite:**☒ Yes☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]**Phone Number:**

214-665-8549 (forwarded to personal cell)

**Alternate Phone Number (if available):****Request:**

Check one:



New Request



Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.**Section 3. Safety Certification**

**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

**Section 4. Employee Certification and Signature**

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 03/01/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I am requesting approval for full-time remote work in the local commuting area (LCA) of the Region 6, Dallas office. As a Financial Specialist, GS-0501-13, I am in a non-supervisory role and report directly to the Section Chief, Budget Section. The primary purpose of the position is to manage the Regional Payroll Budget. I keep management abreast of major changes or issues that affect the payroll budget. Monthly meetings are held with the Office of Budget to discuss and ensure there is adequate funding within appropriation and program area. Using local knowledge regarding Region 6 hirings and retirements, I am able to forecast payroll needs for the fiscal year. Creating and managing work codes is also a vital part of this job. New work codes are entered into Compass PCA tables so the Finance Operations Section can add the work code to employees People Plus profiles. I also analyze the established work codes to verify the appropriate charging to the appropriations and programs. If the payroll forecast shows potential negative balances, I develop and present the solutions on movement of payroll funds as necessary and within budget guidelines which includes reprogramming funds or manipulating work code percentages to ensure adequate funding within the programs. Even

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> RICHARD SHERBURNE	Digitally signed by RICHARD SHERBURNE Date: 2022.03.18 14:13:12 -05'00'	<b>Date:</b> 03/18/2022
<b>Supervisor's Signature:</b> HEATHER CHANDLER	Digitally signed by HEATHER CHANDLER Date: 2022.03.24 13:30:26 -05'00'	<b>Date:</b> 3/24/2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	Digitally signed by CECIL RODRIGUES Date: 2022.04.11 14:36:09 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 6  
1201 ELM STREET, SUITE 500  
DALLAS, TEXAS 75270

March 21, 2022

SUBJECT: Request for Full Time Remote Work for Richard Sherburne

FROM: Richard Sherburne, Management & Program Analyst  
Budget Section, Office of the Comptroller

TO: Region 6, Regional Administrator

VIA: Heather Chandler, Budget Officer  
Budget Section, Office of the Comptroller

Corey Bonnell, Comptroller  
Office of the Comptroller

I am requesting approval for full-time remote work in the local commuting area of the Region 6, Dallas office. I am a Financial Specialist, GS-0501-13, which is a non-supervisory role and reports directly to the Section Chief, Budget Section. All of my job duties are portable and there is no reason to meet with customers face to face within this position. The primary purpose of the position is to be responsible for managing, analyzing, and evaluating the Regional Payroll Budget. Part of this job also entails developing, analyzing, evaluating, and improving work methods and procedures, manpower utilization, and management controls. The position also has a primary responsibility for the analysis and development of automated systems required for budget and program execution within the Office of the Regional Comptroller. I am also responsible for developing and briefing Regional status reports for and to management. These reports show the status of Region 6 and compares the performance of Region 6 with other Regions throughout the Agency on a wide range of topics including FTE usage, training, travel, awards, overtime, and personnel compensation.

My primary remote work location will be at:

**Ex. 6 Personal Privacy (PP)**

### Justification for Remote Request

Prior to April 2020, I did not telework on a regular basis. However, since the start of unscheduled telework (April 2020) and through the current maximum telework status, I have successfully performed all my job duties at my home residence (remote work location). My performance has not changed; **Ex. 6 Personal Privacy (PP)** I would like to note I received a Quality Step Increase (QSI) for the award season of July 2020 which supports

my work performance. I have demonstrated the work I perform is fully portable; and I have strong work ethics to accomplish my tasks from my remote office.

I do have less interruptions teleworking which gives the opportunity to complete assignments/projects easier. I respond timely to phone calls, emails, or Team instant messages or calls. My average response time is from a few minutes of receipt to within a 30-minute timeframe. I would use a camera for Team calls to provide a 'person to person' interaction; however, at this time, my government issued laptop does not have a camera. If my supervisor deems it necessary, I am willing to purchase a camera to use until I am updated with a newer, camera-ready laptop. My performance aligns and supports keeping with the desired mission accomplishments and meeting operational goals. I have not had any negative or disciplinary action on my performance – before or during the current maximum telework status.

### **PROS for Employee**

- Home office mimics the Dallas office setup
  - Two 24” monitors and laptop monitor
  - Desk is 52”x24”
  - Chair is adjustable to support a variety of ergonomic adjustments
- No parking cost incurred. No need for Bus transit pass.
  - Drive to/from work approximately 3-6 times a month. Cost savings of \$30-\$60 a month which does not include the wear and tear on the car
  - Before Covid, normal commute was by bus. Not having to commute to the office by bus would save the government between \$18 and \$36 a month
- No commute or traffic delays
  - Do not have to use annual leave arriving late due to unexpected traffic delays (my commute time allows for up to a 10-minute delay)
  - Savings on gas costs
  - No personal stress from traffic
  - Less close association with other commuters on bus (transfer of germs/virus, etc)
- Less interruptions (hallway conversations, cubicle commotions or loud cubicle neighbor, to and from meetings)
- Once supplied with a laptop with a computer camera, it will allow me to be 'seen' in Team meetings and calls providing a 'person to person' experience

### **PROS for EPA/Region**

- Less office equipment and space required - office space, computer monitors, chair, etc. which is a cost savings to the government
- Less spread of various illnesses (colds, flu, covid, etc)
- Less interruptions (non-work related, getting to/from meeting rooms, hallway conversations)
- Less office supplies consumption (notebooks, paper, pens, etc)
- No need to pay travel subsidy costs
- Environmental footprint is decreased in vehicle emissions, water and electricity consumption at the facility, and paper/printing consumption

- Pre Covid printed a large amount of information. During maximum telework and without a home printer, have adapted to performing research without printing

If called in from my remote work location, the travel cost would be for mileage (roundtrip of 62 miles) and cost of parking (average daily cost \$10). I am aware and agree if called into the Dallas office that I would not have a permanent cubicle assignment; but a floater location with possibly no external monitor or other additional equipment.

Thank you for your consideration of my request. I can be reached at Ex. 6 Personal Privacy (PP) [sherburne.richard@epa.gov](mailto:richard@epa.gov), or through Microsoft Teams.

Sincerely,



Richard Sherburne

Attachments: EPA Form 3181.13 Remote Work Application/Agreement  
EPA Form 3181.8 Remote Work Safety Checklist  
Work Schedule Request Form  
Certificate for Telework Training  
SF50 for QSI

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Ellen H Belk	<b>Job Title &amp; Grade:</b> Environmental Engineer, GS-13
<b>AAship/Region and Division:</b> Region 6, Air and Radiation Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas Texas 75270
<b>Employee's Work Phone:</b> 214-665-2164	<b>Employee's Work E-mail Address:</b> belk.ellen@epa.gov
<b>First-line Supervisor:</b> Frances Verhalen	<b>First-line Supervisor's Work Phone:</b> 214-665-2172
<b>Proposed Start Date:</b> April 25, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-2164	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/27/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

For many years, I have successfully performed my duties effectively from an alternate work location under a Telework Agreement. Since March, 2019, I have performed my duties from an alternate work location under the Agency's COOP plan. Through the years, I have consistently performed well in my areas of expertise. My managers, supervisors, branch chiefs, and division directors, have found my work to be distinguished, giving me excellent performance reviews and award recognition.

If this application for the RWL is approved, I will continue to perform my duties with high quality work. Given my areas of responsibility within the air monitoring program for coordination of the region's air monitoring networks and all other duties as assigned, I am confident that I can continue to accomplish my work from the RWL in a way that is fully supportive of the Agency's ability to accomplish its mission and meet operational goals.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> ELLEN BELK	Digitally signed by ELLEN BELK Date: 2022.01.28 18:51:19 -06'00'	<b>Date:</b> 1/28/2022
<b>Supervisor's Signature:</b> FRANCES VERHALEN	Digitally signed by FRANCES VERHALEN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=FRANCES VERHALEN, 0.9.2342.19200300.100.1.1=68001003655710 Date: 2022.03.02 07:45:15 -06'00'	<b>Date:</b> 3/2/2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	Digitally signed by CECIL RODRIGUES Date: 2022.04.19 09:37:13 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Thomas Ruiz	<b>Job Title &amp; Grade:</b> Community Relations Coordinator - GS13
<b>AAship/Region and Division:</b> Region 6	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-3153	<b>Employee's Work E-mail Address:</b> ruiz.thomas@epa.gov
<b>First-line Supervisor:</b> Jennah Durant	<b>First-line Supervisor's Work Phone:</b> 214-676-0655
<b>Proposed Start Date:</b> 5/2/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The nature of my work as a Community Relations Coordinator involves numerous communications with stakeholders throughout Region 6 on a daily basis. The mode of communication most commonly used is by telephone as well as through online platforms, specifically Microsoft Teams and Zoom for Government. I am well-versed in arranging, facilitating, and participating in joint sessions with multiple stakeholders using this technology and have been doing so for the last 2 years. I can also effectively conduct my work via a laptop to manage e-mails and compose various outreach materials which are crucial to my role in outreach and community involvement. A daily commute of 90 minutes into the office, to perform the same functions, would be a drain of resources, including time and gas - not to mention financial. It is my hope to continue to work in the fashion I've been working (and have been successful at performing) for the last 2 years.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

THOMAS RUIZ

Digitally signed by THOMAS RUIZ  
Date: 2022.02.15 14:14:47 -06'00'

**Date:**

4/20/2022

**Supervisor's Signature:**

JENNAH DURANT

Digitally signed by JENNAH DURANT  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=JENNAH DURANT,  
0.9.2342.19200300.100.1.1=68001003655696  
Date: 2022.04.20 07:19:49 -05'00'

**Date:**

**AA/RA (or designee) Signature:**

JAMES  
MCDONALD

Digitally signed by JAMES  
MCDONALD  
Date: 2022.10.25 09:07:54 -05'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Mariama Mitchell	<b>Job Title &amp; Grade:</b> EPS GS 13
<b>AAship/Region and Division:</b> R6/ARD	<b>Address of Official Agency Worksite:</b> 1200 Elm Street, Suite 500 (MC 6ARPM) Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-6778	<b>Employee's Work E-mail Address:</b> mitchell.mariama@epa.gov
<b>First-line Supervisor:</b> Francis Verhalen	<b>First-line Supervisor's Work Phone:</b> 214-665-7172
<b>Proposed Start Date:</b> 3/1/2022	<b>If Temporary, Proposed End Date:</b>

**Address of Remote Work Location (Including city, state and zip code):**

**Ex. 6 Personal Privacy (PP)**

**Within same Locality Pay Area of Official Agency Worksite:**

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

**Phone Number:**

Ex. 6 Personal Privacy (PP)

**Alternate Phone Number (if available):**

**Request:**

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

### Section 3. Safety Certification

**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

### Section 4. Employee Certification and Signature

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☐ Remote Work Training taken on \_\_\_\_\_ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>I have successfully performed all my work duties for the past two years at my alternate work location. All my grants files are electronic and can be accessed through onedrive. I have the ability to participate in meetings with Zoom and TEAMS. I have an office setup that serves the same purpose as my cubicle at my EPA workstation. I have access to all required agency trainings through the intranet site, which does not require me to be in the office. I have electronic files dating back to 10 years or more if required to do a FOIA.</p> <p>Approval of this request will not diminish my ability to continue carrying out the mission of EPA to protect human health and the environment. The primary function of my job is managing grants. Half of EPA's budget goes into grants to State environmental programs, non-profits, educational institutes and others. I have successfully and will continue to manage grants, negotiate workplans, review applications and complete other various activities required within my job.</p>	
<p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p><b>Employee's Signature:</b></p> <p>Mitchell, Mariama</p>	<p>Digitally signed by Mitchell, Mariama DN: cn=Mitchell, Mariama, email=Mitchell.Mariama@epa.gov Date: 2022.02.22 12:20:32 -06'00'</p>
<p><b>Supervisor's Signature:</b></p> <p>FRANCES VERHALEN</p>	<p>Digitally signed by FRANCES VERHALEN Date: 2022.04.05 08:53:48 -05'00'</p>
<p><b>AA/RA (or designee) Signature:</b></p> <p><i>HCUA</i></p>	<p><b>Date:</b></p> <p>05/31/2022</p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Erik J Christianson	<b>Job Title &amp; Grade:</b> Environmental Engineer, GS-12
<b>AAship/Region and Division:</b> Region 6, LCRD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270
<b>Employee's Work Phone:</b> (214) 665-6451	<b>Employee's Work E-mail Address:</b> christianson.erik@epa.gov
<b>First-line Supervisor:</b> Harry Shah	<b>First-line Supervisor's Work Phone:</b> (214) 665-6457
<b>Proposed Start Date:</b> April 24, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Erik J Christianson</div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>07/09/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

Effective demonstration of my duties have been shown in the past two years, during COVID-19 telework accommodations. Huddles, briefings, trainings, and meetings with State point of contacts have been successful and continue to show progress and support our mission.

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

Remote work environment reduces noise pollution (office conversations, phone calls, and other distractions) thus allowing for focus and productivity on open projects. MS Teams is a supportive tool that allows for many of my duties to be performed and keep in touch with professional colleagues. Majority of my duties (reviewing documents, answering emails, conducting meetings, presentations, etc...) have shown no conflicts or stoppage, and continue effectively remotely.

Carbon footprint, financial, and environmental impacts are significantly reduce both for employee and employer.

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature: ERIK  
CHRISTIANSON

Digitally signed by ERIK  
CHRISTIANSON  
Date: 2022.04.06 15:36:24 -05'00'

Date:  
4/6/2022

Supervisor's Signature:

Harry Shah

Date:  
4/6/2022

AA/RA (or designee) Signature:

HEDA

Date:  
06/28/2022

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Gloria Moran	<b>Job Title &amp; Grade:</b> Attorney, GS-14
<b>AAship/Region and Division:</b> Region 6, Office of Regional Counsel, Superfund	<b>Address of Official Agency Worksite:</b> 1201 Elm Street
<b>Employee's Work Phone:</b> 214-665-3193	<b>Employee's Work E-mail Address:</b> moran.gloria-small@epa.gov
<b>First-line Supervisor:</b> Clarissa Mills	<b>First-line Supervisor's Work Phone:</b> 214-665-6782
<b>Proposed Start Date:</b> April 24, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; width: fit-content;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/10/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Included in the attachment.

1. 100 percent of my work is portable.

The content of my work as an attorney enables me to perform 100% of the work away at a RWL. As an attorney in Region 6, Office of Regional Counsel, Superfund Branch, all my work is portable. I have access to all pertinent documents and information via email and shared electronic files. Documents and information that I generate can be shared with my supervisor, colleagues, clients, opposing parties and general public through emails and/or shared electronic systems.

2. My portable work can be performed with equal effectiveness at my RWL.

Recently, for example, a team member on a project received voluminous documents and information that was sent from a member of the public to the EPA at his alternate work location. The team member shared these files with EPA's

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Digitally signed by Moran, Gloria DN: cn=Moran, Gloria, email=Moran.Gloria-Small@epa.gov Date: 2022.03.24 17:05:15 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> CLARISSA MILLS Digitally signed by CLARISSA MILLS Date: 2022.04.08 13:24:58 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.07 00:24:39 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Moran, Gloria – Remote Work Text

Included in the attachment.

1. 100 percent of my work is portable.

The content of my work as an attorney enables me to perform 100% of the work away at a RWL. As an attorney in Region 6, Office of Regional Counsel, Superfund Branch, all my work is portable. I have access to all pertinent documents and information via email and shared electronic files. Documents and information that I generate can be shared with my supervisor, colleagues, clients, opposing parties and general public through emails and/or shared electronic systems.

2. My portable work can be performed with equal effectiveness at my RWL.

Recently, for example, a team member on a project received voluminous documents and information that was sent from a member of the public to the EPA at his alternate work location. The team member shared these files with EPA's contractors in Ohio, DOJ, and with a number of Regional and HQ personnel at their alternate (remote) work locations. This electronic mechanism is a recent file transfer mechanism used by EPA – GoAnywhere – enables the transfer of voluminous files at a RWL.

3. I am able to continue to access CBI through encrypted info in emails.

I currently review records requested under FOIA which contain CBI. This info is encrypted for access by the recipient only. regularly review records sub

4. There is no expectation to report to the office regularly.

I will continue to meet with my supervisor in virtual meetings. I have the understanding that I am not expected to report to the office regularly. I am able to meet with my supervisor in joint virtual meetings. I am also able to meet with my colleagues, clients and the general public in joint virtual meetings. No face to face meetings are expected.

5. My work does not require access to office resources.

I will continue to work effectively using my EPA laptop and my cell phone. My laptop will continue to be used for official purposes only, ensuring that it is safeguarded and properly working and in compliance with updates from the Region 6 Information Technology office. My office phone number is call-forwarded to my RWL from the office. I will continue to use the electronic systems available to me

6. I have demonstrated a track record of meeting the objectives of my performance plan without close supervision.

The quality of my work remains high and the quantity of my work remains high. My work is completed timely. I will also continue to provide good customer service.

7. I will participate in the annual recertification process as required by the agency.

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Joshua Madden	Job Title & Grade: Life Scientist/ GS-12
AAship/Region and Division: EPA/Region 6/ Air&Radiation division	Address of Official Agency Worksite: 1200 Elm Street Suite 500 (MC 6ARPM) Dallas TX 75270
Employee's Work Phone: 214-665-7151	Employee's Work E-mail Address: madden.joshua@epa.gov
First-line Supervisor: Frances Verhalen	First-line Supervisor's Work Phone: 214-665-2172
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <b>Ex. 6 Personal Privacy (PP)</b>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <b>Ex. 6 Personal Privacy (PP)</b>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification  Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist." if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 3/15/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

- Ability to communicate with management and peers when needed.
- All necessary equipment available at RWL ( surge protectors, 2nd large screen monitor, adequate lightening, large desk, printer, ability to secure documents, and more time for flexible working hours).
- Quiet space allows for less distractions.
- Have worked under maximum telework procedures for last 2 years without loss of productivity.

**Approval/Disapproval (attach documentation):**

☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature: \_\_\_\_\_

JOSHUA MADDEN

Digitally signed by JOSHUA MADDOEN  
DN: cn=U.S. Government, ou=Environmental  
Protection Agency, cn=JOSHUA.MADDOEN,  
c=US, o=EPA, ou=Office of Research and  
Development, email=jmadden@epa.gov

Date:

March 15, 2022

Supervisor's Signature:

FRANCES VERHALEN


Digitally signed by FRANCES  
VERHALEN  
Date: 2022.05.05 13:40:59 -05'00'

Date:

Date:

9/7/2022

AA/RA (or designee) Signature: \_\_\_\_\_

Signature: 

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT


**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Eric Anderson	<b>Job Title &amp; Grade:</b> Physical Scientist GS-09
<b>AAship/Region and Division:</b> Region 6 Groundwater/UIC Section	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-3177	<b>Employee's Work E-mail Address:</b> anderson.eric@epa.gov
<b>First-line Supervisor:</b> Kenneth Johnson	<b>First-line Supervisor's Work Phone:</b> 214-665-8473
<b>Proposed Start Date:</b> 11/1/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-3177	<b>Alternate Phone Number (if available):</b> <div>Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.  See attached for approved remote work agreement from 4/8/2022.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div><b>ERIC ANDERSON</b> Digitally signed by ERIC ANDERSON DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ERIC ANDERSON, 0.9.2342.19200300.100.1.1=68001004023544 Date: 2022.10.17 16:02:50 -05'00'</div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/12/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Please reference the attached PDF's for detailed justification for this application, along with a detailed outline of my job duties.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> ERIC ANDERSON	Digitally signed by ERIC ANDERSON DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ERIC ANDERSON, 0.9.2342.19200300.100.1.1=68001004023544 Date: 2022.10.17 16:03:31 -05'00'	<b>Date:</b> 10/17/2022
<b>Supervisor's Signature:</b> KENNETH JOHNSON	Digitally signed by KENNETH JOHNSON Date: 2022.10.17 16:35:51 -05'00'	<b>Date:</b> 10/17/2022
<b>AA/RA (or designee) Signature:</b> CHARLES MAGUIRE	Digitally signed by CHARLES MAGUIRE Date: 2023.01.12 11:49:23 -06'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I have been working remotely at EPA since I joined in November 2020. I believe due to the following reasons that I am qualified for full-time remote work under EPA Order 3110.32A:

- **100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period:** My primary responsibility is to track digital files and correspondence between Class I facilities and operators, and this does not require my physical presence in the office. I went to the office on one occasion to check some old petition records, but this was anomalous of my regular job duties. If the situation arises where I need to go into the office or out into the field, I am happy to oblige. Otherwise, one of the members of the Class I team should be able to retrieve the needed records and forward the information to me, if required.
- **Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., field work, inspections, mail, or hard copy scanning, addressing facilities issues):** Working remotely does not affect team responsibilities for the petition reviews I work on. I have demonstrated my willingness and capability to work virtually as a team on Class I and Class VI no migration petitions, and responsibility is assigned evenly and fairly. My current work and tasks will not change or be reassigned to other team members because I am working remotely full-time.
- **There is no adverse impact on other offices or programs:** I can only speak to the agency customers and stakeholders I directly communicate with, but there have been no issues on my end since I began teleworking, and there will be no foreseeable issues henceforth.
- **Tasks or work assignments can be performed at least equally effectively at the RWL:** My RWL is a clean, quiet, and safe environment. I am more productive when there are less distractions in the immediate area, and my RWL facilitates this necessity for me.

Ex. 6 Personal Privacy (PP)

## Ex. 6 Personal Privacy (PP)

- **Employee's work does not require access to in office resources:** As mentioned previously, it is possible I may need to go into the office to look at old petition records, but this is not a consistent part of my job. Records such as these can easily be accessed by other team members within the section that are working in the office.
- **There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry):** I do not foresee any disruption with agency customers or stakeholders if I am working fully remote. I have been able to communicate effectively with pertinent organizations and personnel since I have been working from home.
- **The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface:** Class I and TCEQ tracking correspondence has all been through e-mail and Teams calls. My work with the Osage DI program involves reaching out to employees at companies and agencies in Osage, but this can all be done over the phone and via e-mail. I have proven that I can effectively handle this, as I have been tracking the ABR to Permit list for Osage wells and reaching out to facilities if required. There have been no face-to-face interactions with customers during my career at EPA.
- **The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision:** I have been working remotely for the past 14 months, and I

have kept up with deadlines for my work in Class I Tracking, Osage DL, Class VI, and the Ground Water Center.

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

Besides for a check-in call with my supervisor once per week, no other supervision is required of me to fulfill my job responsibilities. The bulk of my work consists of digital tracking, which does not require close supervision or coming into the office.

I do not wish to put my health in jeopardy by working in a crowded office once per week.

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

I also am not located close to a DART station. If I were working remotely full-time, I would not need to use the transit subsidy provided by EPA. Additionally, my RWL is in the Dallas area, so the pay locality would not change if this application were approved.

My supervisor and co-workers can attest to the quality and timeliness of my work while I have been working from home. **Ex. 6 Personal Privacy (PP)** I have reviewed the EPA remote work agreement, and agree to follow the rules provided within. Given the reasons I have presented, I believe I am an exceptional candidate for full-time remote work.



## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Sona Chaudhary	<b>Job Title &amp; Grade:</b> Physical Scientist, GS-09
<b>AAship/Region and Division:</b> Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-8327	<b>Employee's Work E-mail Address:</b> chaudhary.sona@epa.gov
<b>First-line Supervisor:</b> Ken Johnson	<b>First-line Supervisor's Work Phone:</b> 214-665-8473
<b>Proposed Start Date:</b> 3/1/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p style="font-size: 1.5em; margin: 0;"><b>SONA CHAUDHARY</b></p> </div> <div style="font-size: 0.8em;">                         Digitally signed by SONA CHAUDHARY.                          DN: c=US, o=U.S. Government, ou=Environmental                          Protection Agency, cn=SONA CHAUDHARY,                          0.9.2342.19200300.100.1.1=68001003557329                          Date: 2022.02.24 00:35:49 -06'00'                     </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>8/25/2020</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See attached doc (3181-13.Explanation)

Approval/Disapproval (attach documentation):



Approved



Disapproved (cite reason(s) below)

Employee's Signature: SONA  
CHAUDHARY

Digitally signed by SONA CHAUDHARY  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=SONA CHAUDHARY,  
0.9.2342.19200300.100.1.1=68001003557329  
Date: 2022.02.24 00:41:54 -06'00'

Date:  
2/24/2022

Supervisor's Signature: KENNETH JOHNSON

Digitally signed by KENNETH JOHNSON  
DN: c=US, o=U.S. Government, ou=Environmental Protection Agency,  
cn=KENNETH JOHNSON,  
0.9.2342.19200300.100.1.1=6800100355464  
Date: 2022.02.24 21:34:11 -06'00'

Date:  
2-24-2022

AA/RA (or designee) Signature: CECIL RODRIGUES  
Digitally signed by CECIL  
RODRIGUES  
Date: 2022.04.08 13:52:07 -04'00'

Date:

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

I have been working remotely since I joined the EPA in August 2020. I believe I meet all the requirements for a remote work situation going forward. I will address all the criteria in EPA Order 3110.32A:

- **100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period:** Thus far, none of my duties have required an in-person component or the use of any physical media. We have been upholding and continually promoting a digital standard. In the future, the only potential physical media I might need to interact with are the records kept in office for the Osage Class II file reviews. As yet, we have no action plan for these, and it's unclear when a procedure will be developed. I believe that even if they must ultimately be accessed in person, between the 7 person Osage DII team, our goal of digitizing these records for upload into the UIC Database, and the 5 year span between file reviews, it would not require me to regularly report to the office worksite each pay period.
- **Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., field work, inspections, mail, or hard copy scanning, addressing facilities issues):** My job duty doesn't involve organizing nor retrieving physical records. Part of my work is reliant on other people forwarding mail to my supervisor; I'm at least the third person to interact with it if it's relevant to my work. The most likely field work opportunities I have will be inspections in Oklahoma. I will be living in Dallas, so it would not be difficult to participate in any excursion in Region 6.
- **There is no adverse impact on other offices or programs:** I have not had much interaction with other offices or programs in the course of my daily work. The remote environment makes it easy to connect to the presentations, webinars, and discussions held by different groups, however, and digital collaboration has been helpful to facilitate skill sharing. It has also been a boon for connecting with employee groups and making policy suggestions that reach more people.
- **Tasks or work assignments can be performed at least equally effectively at the RWL:** I don't have a standard of comparison for performance at the office, but I can continue an effective output by staying at the same RWL. In my 2021 End of Year review, Ex. 6 Personal Privacy (PP)  
Ex. 6 Personal Privacy (PP)
- **Employee's work does not require access to in office resources:** The most specialized resources I have needed have been software, which were easy to acquire and install remotely.
- **There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry):** Operators are well adapted to communicating digitally. Smaller, rurally located owners in Osage county were effectively reached via phone. We have not had difficulties reaching people related to communication format.
- **The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface:** I do not have any duties that require physical interaction. I believe a remote work status would also make for more efficient collaboration. The time I would most like and most benefit from being in the office is when my team members are also there. The team members I might need to meet with can change week to week. A remote schedule lets me interface more effectively.

**The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision:** I have been working remotely for the past 1.5 years. I am in an effective

backup role for the Osage DII program. I complete Class II plugging approvals and permit reviews without supervision. I have completed major parts of Class I reviews in as part of a team. I provide NEPA reviews for the Groundwater center without supervision.

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

I've gained new responsibilities since, notably contributing to Class VI reviews, which have been developed in the remote work environment and depend on the shared digital workspace between team members to collaboratively tackle and record multi-part reviews.

In addition to the above, much of my assigned work and personal workflow rely on digital recordkeeping. Maintaining the remote workplace supports continued digital modernization efforts for the section that have improved record keeping and organizational history retention for processes ranging from new employee orientation to operator relationships. There's still plenty of work to be done on that front, but increasing remote infrastructure increases the accessibility of all resources.

I have worked multiple remote jobs or jobs with remote components as well:

- April 2020 – Present: I have been in a fully remote contractor role for a fully remote agency that creates design and technology products (Coforma). This position began as an internship that I performed well enough in to land a continuing role. I have a check in meeting with my supervisor once a week and otherwise structure my own schedule to accomplish my docket for the week.
- February 2021 – Present: I have been a freelance journalist in the era of COVID, meaning most interviews have been over the phone or video and most interaction with my editors has been through shared editing documents.
- September 2017 – May 2020: When I was Opinion Editor at the UMD campus newspaper, my editing work throughout the week was mostly remote. I would come in for a physical editorial meeting once a week; ad hoc columnist meetings I would schedule; and paper printing shifts I was assigned to review physical pages. I was managing a team of 15 columnists.

In terms of costs, I don't have a car, so I wouldn't need to take advantage of the transit subsidy if I wasn't going into the office. I live in Dallas though, so it would not require a change in pay locality and it would always be feasible to come to the office if asked to do so.

I would like to go into the office occasionally, but I'd like to choose the most effective times to do so when considering my tasks. Otherwise, working from home is an effective and flexible environment that helps me optimize productivity.



## Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	Yes	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature **SONA CHAUDHARY**  
Digitally signed by SONA CHAUDHARY  
 DN: cn=US, o=U.S. Government,  
 ou=Environmental Protection Agency, cn=SONA  
 CHAUDHARY  
 0.9.2342.15000000.100.1.1+68001033557329  
 Date: 2022.02.25 09:07:45 -0600

Supervisor Signature **KENNETH JOHNSON**  
Digitally signed by KENNETH JOHNSON  
 DN: cn=US, o=U.S. Government,  
 ou=Environmental Protection Agency,  
 cn=KENNETH JOHNSON,  
 0.9.2342.15000000.100.1.1+68001033655464  
 Date: 2022.02.25 10:03:21 -0600

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Debbie Ayala Dorsey	<b>Job Title &amp; Grade:</b> GS 12/09 Grant Mgmt. Specialist
<b>AAship/Region and Division:</b> U.S. EPA Region 6, Mission Support Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St. Ste. 500, Dallas, TX 75270-2102
<b>Employee's Work Phone:</b> 214-665-6554	<b>Employee's Work E-mail Address:</b> dorsey.debbie@epa.gov
<b>First-line Supervisor:</b> Tongee Flemming	<b>First-line Supervisor's Work Phone:</b> 214-665-3186
<b>Proposed Start Date:</b> 3/28/2022, or 45 Day notice, return to work email	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-6554	<b>Alternate Phone Number (if available):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; align-items: center;"> <div style="font-size: 2em; font-weight: bold; margin-right: 10px;">Dorsey, Debbie</div> <div>                         Digitally signed by Dorsey, Debbie                          DN: cn=Dorsey, Debbie, email=Dorsey.Debbie@epa.gov                          Date: 2022.02.23 07:20:38 -06'00'                     </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>12/16/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)     This was OHR New Policy Information Session - Employee	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Since we started working remote 3/16/2020, I have been able to perform all of my duties from my alternate location. I have been able to attend meetings through teams, complete training and our filing system is now electronic. Duties include Managing State of New Mexico Grants, I track and manage my assistance agreements through the NGGs and the Financial Data Warehouse. I help Project Officers on troubleshooting and help with awards. Grants management work involves implementing and managing Federal grants and cooperative agreements and providing grants-related assistance and services. I perform Pre-award review to final award, conduct post-award reviews and analyses to ensure recipient's in compliance with regulatory requirements and closeouts for final review of completed awards, making appropriate adjustments and processing close-outs; and ensuring compliance. Also, working from home saves me parking money and saves emissions on the environment. I live approximately 14x2=\$28. x.585=\$16.38 miles one way from the office. Parking \$20 for a total of \$35.00 approx.

**Approval/Disapproval (attach documentation):**



Approved

☐ Disapproved (cite reason(s) below)

**Employee's Signature:**

Dorsey, Debbie

Digitally signed by Dorsey, Debbie  
DN: cn=Dorsey, Debbie,  
email=Dorsey.Debbie@epa.gov  
Date: 2022.02.23 09:30:07 -06'00'

**Date:**

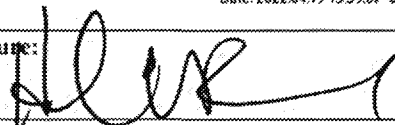
**Supervisor's Signature:**

TONGEE FLEMMING

Digitally signed by TONGEE  
FLEMMING  
Date: 2022.04.19 15:59:07 -05'00'

**Date:**

**AA/RA (or designee) Signature:**



**Date:**

10/7/22

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Agatha B. Benjamin	<b>Job Title &amp; Grade:</b> Environmental Scientist GS-13
<b>AAship/Region and Division:</b> R6 Office of Regional Administrator - OCTEA	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas TX 75270
<b>Employee's Work Phone:</b> (214) 665-7292	<b>Employee's Work E-mail Address:</b> benjamin.agatha@epa.gov
<b>First-line Supervisor:</b> Grerado Acosta	<b>First-line Supervisor's Work Phone:</b> (214) 665-8040
<b>Proposed Start Date:</b> 4/03/2022	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b>  <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b>  <div style="border: 1px dashed black; padding: 2px; display: inline-block;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/31/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



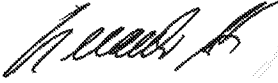
**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I am an Environmental Engineer working as a GS-13 Environmental Scientist in the Office of Regional Administrator. My primary job function is an Environmental Justice and Tribes Project Analyst performing impact analyses of National Environmental Policy Act (NEPA) federal Projects. In addition, I service as the Region 6 EJSCREEN Coordinator and representative of the EPA Headquarters Office of Environmental Justice EJScreen Steering Committee. My position served the Office of Communities, Tribes and Environmental Assessment (OCTEA) and I report directly to the supervisor. I effectively maintain communication with my supervisor and co-workers as warranted. For my total tenure within OCTEA, I have implemented my duties effectively and timely with minimum supervision and guidance and have implemented several improvement processes.

Since the year 2000, I have efficiently implemented my duties at my RWL as an Environmental Engineer and as an Environmental Scientist working 2 -4 telework days a week. Per COVID-19 and presently, my work schedule consists of

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> AGATHA BENJAMIN	<small>Digitally signed by AGATHA BENJAMIN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=AGATHA BENJAMIN, 0.9.2342.19200300.100.1.1=68001003652746 Date: 2022.03.16 14:18:56 -05'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> 	<small>Digitally signed by GERARDO ACOSTA DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=GERARDO ACOSTA, 0.9.2342.19200300.100.1.1=6800100365584 Date: 2022.08.31 13:07:18 -05'00' Adobe Acrobat version: 2022.002.20191</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.15 23:43:37 -04'00'</small>	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Benjamin, Agatha – Remote Work Text

I am an Environmental Engineer working as a GS-13 Environmental Scientist in the Office of Regional Administrator. My primary job function is an Environmental Justice and Tribes Project Analyst performing impact analyses of National Environmental Policy Act (NEPA) federal Projects. In addition, I service as the Region 6 EJSCREEN Coordinator and representative of the EPA Headquarters Office of Environmental Justice EJScreen Steering Committee. My position served the Office of Communities, Tribes and Environmental Assessment (OCTEA) and I report directly to the supervisor. I effectively maintain communication with my supervisor and co-workers as warranted. For my total tenure within OCTEA, I have implemented my duties effectively and timely with minimum supervision and guidance and have implemented several improvement processes.

Since the year 2000, I have efficiently implemented my duties at my RWL as an Environmental Engineer and as an Environmental Scientist working 2 -4 telework days a week. Per COVID-19 and presently, my work schedule consists of 4 telework days (1 regular telework and 3 reasonable accommodations telework days) and one day a week in the office.

My job is 100 % portable as demonstrated over the last two years of the COVID-19 Pandemic, where there were full telework implementation. I have continuously carried out my job duties timely and efficiently. The Agency has made available accessibility to all necessary tool to support and substantiate full time telework, including but not limited to computer and phone equipment, agency databases, platforms, and systems.

With Region 6 moving to a new transit subsidy Program (TRANServe), I will adversely be affected. It appears the vanpool will no longer be subsidy or available for commuting into Dallas. The Van pool provided reasonable accommodation for me coming into the office one day a week. Due to the various involved for me to come into the Office one day a week will create undue hardship. Addition hardship will be place on me due cost of parking and the rising inflation.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**




<b>Employee Name:</b> Linh Nguyen	<b>Job Title &amp; Grade:</b> Physical Scientist -GS13
<b>AAship/Region and Division:</b> Region 6, ECD	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-3104	<b>Employee's Work E-mail Address:</b> nguyen.linh@epa.gov
<b>First-line Supervisor:</b> Stephen Gilrein	<b>First-line Supervisor's Work Phone:</b> 214-665-8179
<b>Proposed Start Date:</b> 2/13/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>March 1, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

As a developer, I work independently without the aid of others because of the highly technical expertise required for the position. Regardless of where I work, I am working alone and require minimal interruption from others. My work involve design, writing software codes, debug, test, and troubleshoot computer software applications. When I troubleshoot software, it is more effective for users to share their screen while I use my tools to find out the cause behind the errors. In addition, I have tools to control user's computer input to help resolve any issue. Working at a remote location should increase my efficiency to create and implement applications in a timely manner. The speed and quality of my work will help the agency accomplish its mission and meet its operational goals.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>  <b>LINH NGUYEN</b>	<small>Digitally signed by LINH NGUYEN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LINH NGUYEN, 0.9.2342.19200300.100.1.1=68001003655395 Date: 2022.03.10 14:39:13 -06'00'</small>	<b>Date:</b> 3/10/2022
<b>Supervisor's Signature:</b>  <b>STEPHEN GILREIN</b>	<small>Digitally signed by STEPHEN GILREIN Date: 2022.04.06 14:30:02 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b>  <b>CECIL RODRIGUES</b>	<small>Digitally signed by CECIL RODRIGUES Date: 2022.04.13 17:22:36 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Monica Burrell	<b>Job Title &amp; Grade:</b> Environmental GS-13
<b>AAship/Region and Division:</b> EPA Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-65-7530	<b>Employee's Work E-mail Address:</b> Burrell.monica@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> 214-665-7523
<b>Proposed Start Date:</b> May, 2, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; margin: 5px 0;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin: 2px 0;">                     Ex. 6 Personal Privacy (PP)                 </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/12 or 13/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>I can perform my work effectively from a remote location. My work is portable, and it allows me to perform all work duties. I have a functional and equipped workspace to efficiently perform my work assignments. I have a phone and highspeed internet connections which allow me to connect with the Agency. My maxiflex work schedule allow me to attend meetings, do training and communicate with various Regional, State and Headquarters personnel virtually. Approval of the request will not diminish the Agency's ability to accomplish its mission and meet the operational goals.</p> <p>For the past two years I have accomplished all my work requirements and have work harder at a remote location. I have always been available when needed and my motivation has increased. In addition, my stress level has decreased, and productivity has increased from not having to commute into the office.</p> <p>The Agency benefit from me working from a remote location. I will be helping to reduce environmental impact and aiding in community and my health benefits. Carbon footprint will be lowered. The Agency will have a cost savings from</p> <p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Disapproved (cite reason(s) below)</p>		
<p><b>Employee's Signature:</b></p> <p>MONICA BURRELL</p>	<p>Digitally signed by MONICA BURRELL  DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=MONICA BURRELL,  0.9.2342.19200300.100.1.1=68001003655582  Date: 2022.04.05 11:25:48 -05'00'</p>	<p><b>Date:</b></p>
<p><b>Supervisor's Signature:</b></p> <p>BRENT LARSEN</p>	<p>Digitally signed by BRENT LARSEN  Date: 2022.09.28 13:27:26 -05'00'</p>	<p><b>Date:</b></p> <p>9/28/2022</p>
<p><b>AA/RA (or designee) Signature:</b></p> <p>HELENA WOODEN-AGUILAR</p>	<p>Digitally signed by HELENA WOODEN-AGUILAR  Date: 2022.10.03 13:05:12 -04'00'</p>	<p><b>Date:</b></p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Burrell, Monica – Remote Work Text

I can perform my work effectively from a remote location. My work is portable, and it allows me to perform all work duties. I have a functional and equipped workspace to efficiently perform my work assignments. I have a phone and highspeed internet connections which allow me to connect with the Agency. My maxiflex work schedule allow me to attend meetings, do training and communicate with various Regional, State and Headquarters personnel virtually. Approval of the request will not diminish the Agency's ability to accomplish its mission and meet the operational goals.

For the past two years I have accomplished all my work requirements and have work harder at a remote location. I have always been available when needed and my motivation has increased. In addition, my stress level has decreased, and productivity has increased from not having to commute into the office.

The Agency benefit from me working from a remote location. I will be helping to reduce environmental impact and aiding in community and my health benefits. Carbon footprint will be lowered. The Agency will have a cost savings from electricity usage, materials and supplies. Also, greenhouse gas emission and air pollution will be reduced by me not driving into the office. Community health benefits is reduced because there is no physical contact with other staff members which will help curve Covid 19. I will also have health benefits because I will only be communicating with staff virtually.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Ruben Camacho	<b>Job Title &amp; Grade:</b> EPS GS 13
<b>AAship/Region and Division:</b> R6 WDAI	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Suite 500 Dallas TX. 75270
<b>Employee's Work Phone:</b> 214-665-7599	<b>Employee's Work E-mail Address:</b> camacho.ruben@epa.gov
<b>First-line Supervisor:</b> Denise Hamilton	<b>First-line Supervisor's Work Phone:</b> 214-665-2775
<b>Proposed Start Date:</b> 03/13/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-7599	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/24/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

All of my work is transferable and accessible to me through my EPA issued laptop, through OneDrive, and several EPA websites. I have been doing my full workload for the last 2 years remotely and was rated outstanding in 2020 and 2021.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

RUBEN CAMACHO

Digitally signed by RUBEN  
CAMACHO  
Date: 2022.02.22 12:06:37 -06'00'

**Date:**

2/22/2022

**Supervisor's Signature:**

DENISE HAMILTON

Digitally signed by DENISE  
HAMILTON  
Date: 2022.04.22 05:16:35 -05'00'

**Date:**

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.05.09 13:02:38 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Sontina S Powell	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist, GS12/10
<b>AAship/Region and Division:</b> USEPA, Region 6, LCRD	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7350	<b>Employee's Work E-mail Address:</b> powell.sontina@epa.gov
<b>First-line Supervisor:</b> Harry Shah	<b>First-line Supervisor's Work Phone:</b> 214-665-6457
<b>Proposed Start Date:</b> 04/25/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div style="display: flex; align-items: center; justify-content: center;"> <div style="font-size: 2em; font-weight: bold; margin-right: 20px;">SONTINA POWELL</div> <div style="font-size: 0.8em;">                         Digitally signed by SONTINA POWELL                          DN: c=US, o=U.S. Government, ou=Environmental Protection                          Agency, cn=SONTINA POWELL,                          0.9.2342.19200300.100.1.1=68001003652753                          Date: 2022.04.06 13:35:58 -05'00'                     </div> </div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/10/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:  
Please see attached document entitled "SPowell Remote Work App Supporting Documentation".

Approval/Disapproval (attach documentation)



Approved



Disapproved (cite reason(s) below)

Employee's Signature:

SONTINA POWELL

Digitally signed by SONTINA POWELL

Date:

04/05/2022

Supervisor's Signature:

*Harry Shah*

Date:

4/6/2022

AA/RA (or designee) Signature:

*HWA*

Date:

07/28/2022

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

### **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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## **Remote Work App Supporting Documentation for Sontina Powell**

Based on the current remote work guidelines, my workload meets the following criteria for remote work and authorization will not diminish the Agency's ability to accomplish its mission and operational goals.

- My workload is portable. My core responsibilities as RCRAInfo System Administrator for Region 6 involve data quality analysis and tracking R6 States' progress in accomplishing annual commitments using RCRAInfo. Upgrades to RCRAInfo in 2021 allow me to process all data submissions electronically.
- My workload does not require daily face-to-face contact with my supervisor, colleagues, clients or the general public in order to perform my job effectively. I'm able to coordinate with management, regional/state personnel and industry users on regularly assigned tasks, the development/progression of new projects and initiatives, as well as provide individualized or group training through all available mediums of communication, electronic or otherwise.
- My workload does not involve any of the following:  
Accessing classified information or a classified installation;  
The construction, installation, maintenance or repair of EPA facilities;  
The physical protection of EPA facilities or employees; or  
Other physical presence/site-dependent activity (e.g., emissions testing, site inspections, or work required to be performed in a laboratory).
- My workload is sufficiently portable. Close coordination and collaboration with my immediate supervisor resulted in increased productivity as we identified areas in which to enhance my work performance. His support has encouraged me to present ideas/projects to help Region 6 pro-actively meet initiatives set forth by ORCR and to become the team leader of such projects. Tasks and work assignments are performed at least equally and/or more effectively at the RWL, particularly with regard to quality, quantity, timeliness and customer service.
- My workload does not involve tasks such as field work, inspections, mail, hard copy scanning on a regular basis or addressing facilities issues. Therefore, authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff. Due to effective collaborative communication, there is no anticipated adverse impact on other offices and programs.

- My workload does not require access to in office resources. There are no foreseen disruptions to customer service with any agency customers or stakeholders (e.g., public, states, industry).
- My workload does not include duties or work assignments requiring face-to-face customer service or coworker interface.
- I have a demonstrated track record of meeting performance plan objectives and working without close supervision. There have been no disciplinary actions against me for any reason during my 22 years of working at the agency. I agree to return to the office if/when my supervisor requires it. I do not have any dependent care issues.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Jeffrey Clay	<b>Job Title &amp; Grade:</b> Attorney-Advisor GS-14
<b>AAship/Region and Division:</b> EPA/R6/ORC/General Law	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270
<b>Employee's Work Phone:</b> 214-665-7297	<b>Employee's Work E-mail Address:</b> clay.jeffrey@epa.gov
<b>First-line Supervisor:</b> Suzanne Andrews	<b>First-line Supervisor's Work Phone:</b> 214-665-8027
<b>Proposed Start Date:</b> May 2, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>April 27, 2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>Employee will be able to perform all duties as effectively from the Remote Work Location as from the Official Agency Worksite and this request will not diminish the Agency's mission or goals. As a grants attorney, my work consists of counseling regional program clients without required in-person interactions with the outside entities. My interaction focuses on regional program clients whom I am advising on grant related issues. Discussion and consultation will occur with EPA Headquarters groups, such as the Office of General Counsel, but these communications are routinely telephonic or electronic mail in nature. My move to remote work would not require any of my duties to be reassigned. I can performed all duties effectively and remotely. I have a proven record of being a self-starter and performing at high levels to effectuate agency priorities and goals.</p> <p align="center"><b>Ex. 6 Personal Privacy (PP)</b></p> <p><b>Ex. 6 Personal Privacy (PP)</b> While working under pandemic restrictions in the last two plus years, I was able to continue my level of high performance as an enforcement attorney by resolving 33 actions in FY20 and 30 actions in FY21. As an EPA attorney I have worked independently and successfully to accomplish Agency goals. I am adept at both written and verbal communication, both of which I have routinely used as an enforcement attorney. While working under pandemic</p> <p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p><b>Employee's Signature:</b> JEFFREY CLAY</p> <p><small>Digitally signed by JEFFREY CLAY Date: 2022.04.28 12:28:55 -05'00'</small></p>	<p><b>Date:</b></p>
<p><b>Supervisor's Signature:</b> SUZANNE ANDREWS</p> <p><small>Digitally signed by SUZANNE ANDREWS Date: 2022.05.06 12:50:11 -05'00'</small></p>	<p><b>Date:</b></p>
<p><b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR</p> <p><small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 21:48:25 -04'00'</small></p>	<p><b>Date:</b></p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111–292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Clay, Jeffrey – Remote Work Text

Employee will be able to perform all duties as effectively from the Remote Work Location as from the Official Agency Worksite and this request will not diminish the Agency's mission or goals. As a grants attorney, my work consists of counseling regional program clients without required in-person interactions with the outside entities. My interaction focuses on regional program clients whom I am advising on grant related issues. Discussion and consultation will occur with EPA Headquarters groups, such as the Office of General Counsel, but these communications are routinely telephonic or electronic mail in nature. My move to remote work would not require any of my duties to be reassigned. I can performed all duties effectively and remotely. I have a proven record of being a self-starter and performing at high levels to effectuate agency priorities and goals.

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

While working under pandemic restrictions in the last two plus years, I was able to continue my level of high performance as an enforcement attorney by resolving 33 actions in FY20 and 30 actions in FY21. As an EPA attorney I have worked independently and successfully to accomplish Agency goals. I am adept at both written and verbal communication, both of which I have routinely used as an enforcement attorney. While working under pandemic restrictions, I have seamlessly continued to interact effectively with my peers, programmatic clients, Respondents, and other entities and achieve effective results. I have consistently communicated and kept with my supervisors updated throughout my career and have also continued this level of communications unabated throughout the pandemic. My supervisor and I have continued to have a high functioning working relationship in which I have kept him apprised of my activities, successes and issues that have presented themselves. I'm excellent at following-up on issues and communicating results to my supervisor. There are no technology impediments to my undertaking remote work. My alternate work location has secure, reliable, high-speed internet and reliable power. I have a dedicated office for remote work with all the equipment and supplies needed to make me successful in accomplishing my assigned duties. The environment is conducive to working successfully.



## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Patricia Sonntag	<b>Job Title &amp; Grade:</b> Management and Program Analyst, GS-13
<b>AAship/Region and Division:</b> Region 6, Management Support Division MSD-CB	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-2213	<b>Employee's Work E-mail Address:</b> sonntag.patricia@epa.gov
<b>First-line Supervisor:</b> Heather Chandler	<b>First-line Supervisor's Work Phone:</b> 214-665-8032
<b>Proposed Start Date:</b> 4/25/22	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1/21/22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

My primary duties are associated with Funds Control Officer (FCO) which requires the management of budgetary controllable resources for emergency responses and three divisions: Air and Radiation Division; Land Chemical and Redevelopment Division; and the Superfund and Emergency Management Divisions. This includes analysis of budgets; creation of budget spreadsheets/reports to track authority and expenditures; and commitment/obligation of funds for documents. All the financial/interface systems encompassing travel, procurement requirements, contracts, grants, Interagency Agreements, Government Printing Office, Federal Registers, and purchase cards can be accessed electronically from remote locations. Remote telework increases productivity by minimizing interruptions which allows for enhanced concentration/attention to detail and accuracy of budgetary data.

In my position, there is no specific requirement for face-to-face contact with internal/external customers/partners; however, my laptop is equipped with a camera which allows me to be "seen" and interact with others during Teams meetings. No travel is required.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> PATRICIA SONNTAG	<small>Digitally signed by PATRICIA SONNTAG DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=PATRICIA SONNTAG, 0.9.2342.19200300.100.1.1=68001003655638 Date: 2022.03.16 11:49:56 -05'00'</small>	<b>Date:</b> 3/16/22
<b>Supervisor's Signature:</b> HEATHER CHANDLER	<small>Digitally signed by HEATHER CHANDLER Date: 2022.03.18 13:37:12 -05'00'</small>	<b>Date:</b> 3/18/2022
<b>AA/RA (or designee) Signature:</b> CECIL RODRIGUES	<small>Digitally signed by CECIL RODRIGUES Date: 2022.04.25 16:22:45 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Salena Reynolds	<b>Job Title &amp; Grade:</b> Grant Management Specialist, GS-12
<b>AAship/Region and Division:</b> OMS/ Region 6 MSD-CB-AAS	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, Texas 75270-2002
<b>Employee's Work Phone:</b> 214-665-7529	<b>Employee's Work E-mail Address:</b> reynolds.salena@epa.gov
<b>First-line Supervisor:</b> Tongee Flemming	<b>First-line Supervisor's Work Phone:</b> 214-665-3186
<b>Proposed Start Date:</b>	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-7529	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Working remotely will allow a seamless continuity of work throughout the year. Our agency's financial and grant systems (NGGS, COMPLY, Compass Data Warehouse etc.) are available online. In a remote posture, I will be able to serve the agency efficiently through; extended hours for meetings with grantees, project officers, agency management, fellow Grant Management Specialists and increased productivity. Approving this request will benefit the agency through saving on space and reduced overhead costs.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:** SALENA  
REYNOLDS

Digitally signed by SALENA REYNOLDS  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=SALENA REYNOLDS,  
0.9.2342.19200300.100.1.1=68001004335931  
Date: 2022.02.10 17:06:26 -06'00'

**Date:**

**Supervisor's Signature:** TONGEE  
FLEMMING

Digitally signed by TONGEE  
FLEMMING  
Date: 2022.04.13 16:31:08 -05'00'

**Date:**

**AA/RA (or designee) Signature:** HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.05.31 07:15:10 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**


**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Kelly Melissa Benfer	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist, 13
<b>AAship/Region and Division:</b> Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas TX 75270
<b>Employee's Work Phone:</b> 214-665-8423	<b>Employee's Work E-mail Address:</b> benfer.melissa@epa.gov
<b>First-line Supervisor:</b> Nelly Smith	<b>First-line Supervisor's Work Phone:</b> 214-665-7109
<b>Proposed Start Date:</b> 1/31/22	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>   <b>Melissa Benfer</b> Digitally signed by Melissa Benfer DN: cn=Melissa Benfer, o=US EPA Region 6, ou=State/ Tribal Programs Section, email=benfer.melissa@epa.gov, c=US Date: 2022.01.26 09:56:39 -06'00'	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1-26-22</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

A Senior Project Officer (GS-13) in the State & Tribal Programs Section has sufficient portable work for 40 hours per week at the RWL based on the OPM Position Description (Environmental Protection Specialist (GS 0028) and EPA Performance Appraisal and

## Ex. 6 Personal Privacy (PP)

### Ex. 6 Personal Privacy (PP)

All my duties as a Project Officer are 100% portable and completed virtually. The RWL arrangement will not create any impediment to the effective accomplishment of my work as all tasks are completed virtually through use of EPA-provided laptop including programs such as MS Outlook, MS TEAMS, MS One Drive, MS SharePoint, IGMS and NGGS systems. I agree to return to the office worksite if required to do so by my supervisor. I will continue complying with the terms of my written and approved agreement. I have arrangements in place for dependent care if providing care would otherwise interrupt or interfere with my duties during the time the employee is working at the RWL.

Approval/Disapproval (attach documentation):

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature:

Melissa Benfer

Digitally signed by Melissa Benfer  
DN: cn=Melissa Benfer, o=US EPA Region 6,  
ou=State/Tribal Programs Section,  
email=benfer.melissa@epa.gov, c=US  
Date: 2022.01.26 10:07:20 -05'00'

Date:

Supervisor's Signature:

NELLY SMITH

Digitally signed by NELLY SMITH  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=NELLY SMITH,  
0.9.2342.19200390.100.1.1=68001003655673  
Date: 2022.02.01 11:41:40 -05'00'

Date:

2/1/2022

AA/RA (or designee) Signature:

CECIL RODRIGUES

Digitally signed by CECIL RODRIGUES  
Date: 2022.04.05 10:44:59 -04'00'

Date:

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	Yes	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	N/A	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature Melissa Benfer  
Digitally signed by Melissa Benfer  
 DN: cn=Melissa Benfer, o=US EPA Region  
 8, ou=State/Tribal Programs Section,  
 email=benfer.melissa@epa.gov, c=US  
 Date: 2022.01.26 10:13:53 -0500

Supervisor Signature NELLY SMITH  
Digitally signed by NELLY SMITH  
 DN: cn=US EPA Region 8,  
 ou=Environmental Protection Agency,  
 email=NELLY.SMITH,  
 o=US EPA Region 8, c=US  
 Date: 2022.02.01 11:45:09 -0500

# *Certificate of Completion*

For:

## *Telework Fundamentals - Employee Training Roadmap to Telework Success Quiz*

*NOTE: This certificate is for lesson 3 of 5 of this course.*

*You must possess certificates for all 5 lessons of this course to show completion of the course.*

Presented to:

*Melissa Benfer*

January 26, 2022

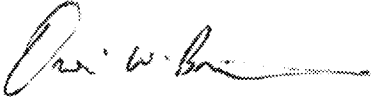






## Appendix A – EPA Remote Work Agreement

<b>Employee's Name:</b> Leslie Rauscher	<b>Job Title, Pay Plan, Series &amp; Grade:</b> Special Assistant, GS-13-7
<b>Office/Region and Division:</b> Region 6 Water Division	<b>Address of Regular Office or Worksite:</b>
<b>Employee's Work Phone:</b> 214-665-2773	<b>Employee's Work Email Address:</b> rauscher.leslie@epa.gov
<b>Supervisor's Name:</b> Charles Maguire	<b>Supervisor's Work Phone &amp; Email Address:</b> 214-665-8138 maguire.charles@epa.gov
<b>Proposed Start Date:</b> 4/28/2022	<b>Proposed End Date (for DETO):</b> NA
<b>Address of Remote Work Location (including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"><b>Ex. 6 Personal Privacy (PP)</b></div>	
<b>Within same Locality Commuting Area of Regular Office or Worksite:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No (Attach required recommendation, cost analysis and other documentation for remote work or DETO as described in the Remote Work policy)	
<b>Domestic Employee Teleworking Overseas Arrangement (DETO):</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Request:</b> Select one: <input checked="" type="radio"/> New Request <input type="radio"/> Request for Modification to Existing Agreement	
<b>Employee Certification:</b> I certify by signing below I have read and understand the EPA Remote Work Policy and this EPA Remote Work Agreement. I understand this agreement may be used or reviewed by management and the EPA's agency and Program/Regional Office Telework Coordinator for the purpose of implementing agency policy and assessing the EPA's Telework Program (including remote work). I will work according to this EPA Remote Work Agreement in accordance with agency policy. I have the equipment necessary to accomplish my work at my remote work location and I have completed the required EPA remote work training for employees.	
<b>Approval/Disapproval (attach documentation):</b> <input checked="" type="radio"/> Approved <input type="radio"/> Disapproved (cite reason(s) below)	
<b>Employee's Signature:</b>	<div style="text-align: right;">LESIE RAUSCHER <small>Digitally signed by LESLIE RAUSCHER DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LESLIE RAUSCHER, 0.9.2342.19200300.100.1.1=68001003655681 Date: 2022.03.24 15:04:51 -05'00'</small></div>
<b>Supervisor's Signature:</b>	<div style="text-align: right;">CHARLES MAGUIRE <small>Digitally signed by CHARLES MAGUIRE DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=CHARLES MAGUIRE, 0.9.2342.19200300.100.1.1=68001003650036 Date: 2022.03.25 09:24:08 -05'00'</small></div>
<b>AA/RA (or designee) Signature:</b>	<div style="text-align: right;">CECIL RODRIGUES <small>Digitally signed by CECIL RODRIGUES Date: 2022.04.11 08:11:13 -04'00'</small></div>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office telework coordinator.	

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: Omari Burrell	Job Title & Grade: Life Scientist, GS-13
AAship/Region and Division: Region 6, OCTEA	Address of Official Agency Worksite: 1201 Elm St., Dallas, TX 75270
Employee's Work Phone: 214-665-3162	Employee's Work E-mail Address: Burrell.Omari@epa.gov
First-line Supervisor: Gerardo Acosta	First-line Supervisor's Work Phone: 214-665-8042, Acosta.Gerardo@epa.gov
Proposed Start Date: 2/15/22	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code): <b>Ex. 6 Personal Privacy (PP)</b>	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: <b>Ex. 6 Personal Privacy (PP)</b>	Alternate Phone Number (if available):
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification  Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature  	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 2/15/22 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>Over the past two years, I have successfully fulfilled all the requirements of my employment remotely. I also successfully completed a 6-month detail with OEJ remotely. In both of these roles, I have been able to carry out my duties and responsibilities from my remote work location by having access to uninterrupted internet service, phone service, and separate office space. In my engagement with employees and the public, there have been no issues with completing tasks that are critical to the Agency's mission. To date, I regularly work with internal and external parties throughout the U.S. on Agency related issues and have received Regional awards for my work. This high level of excellence will continue even after my temporary remote work status is made permanent.</p>	
<p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> Approved  <input type="checkbox"/> Disapproved (cite reason(s) below)</p>	
<p><b>Employee's Signature:</b></p> <p>OMARI BURRELL</p> <p><small>Digitally signed by OMARI BURRELL  DN: cn=U.S. or U.S. Government, ou=Environmental Protection Agency, cn=OMARI BURRELL,  0.9.2342.19200300.100.1.1+09051027855848  Date: 2022.02.15 12:31:46 -0500</small></p>	<p><b>Date:</b></p> <p>2/15/22</p>
<p><b>Supervisor's Signature:</b></p> <p><i>[Signature]</i></p> <p><small>Digitally signed by [Signature]  DN: cn=U.S. or U.S. Government, ou=Environmental Protection Agency, cn=[Signature],  0.9.2342.19200300.100.1.1+09051027855848  Date: 2022.02.15 12:31:46 -0500</small></p>	<p><b>Date:</b></p>
<p><b>AA/RA (or designee) Signature:</b></p> <p><i>[Signature]</i></p>	<p><b>Date:</b></p> <p>9/7/2022</p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

Employee Name: Kristoffer Ira Hight	Job Title & Grade: Environmental Protection Specialist GS 13/09
AAship Region and Division: Region 6 Office of Communities Tribes and Environmental	Address of Official Agency Worksite: 1201 Elm Street, Suite 500, Dallas TX 75270-2102
Employee's Work Phone: 214-665-8137	Employee's Work E-mail Address: hight.ira@epa.gov
First-line Supervisor: Gerardo Acosta	First-line Supervisor's Work Phone: 214-665-8042
Proposed Start Date: April 24, 2022	If Temporary, Proposed End Date:

Address of Remote Work Location (Including city, state and zip code):

**Ex. 6 Personal Privacy (PP)**

Within same Locality Pay Area of Official Agency Worksite:

☐ Yes

☒ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

Phone Number:

Alternate Phone Number (if available):

Ex. 6 Personal Privacy (PP)

Request:

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

### Section 3. Safety Certification

**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

### Section 4. Employee Certification and Signature

Hight, Ira

Digitally signed by Hight, Ira  
DN: cn=Hight, Ira,  
email=Hight.Ira@epa.gov  
Date: 2022.03.14 15:33:08 -05'00'

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 03/14/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

See Attached: Performance Explanation

Approval/Disapproval (attach documentation):

☒ Approved

☐ Disapproved (cite reason(s) below)

Employee's Signature:

Hight, Ira

Digitally signed by Hight, Ira  
DN: cn=Hight, Ira,  
email=Hight.Ira@epa.gov  
Date: 2022.03.14 15:56:56 -05'00'

Date:

Supervisor's Signature:

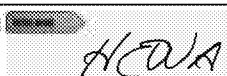


Digitally signed by [redacted]  
DN: cn=[redacted], o=EPA  
Agency: EPA/Region 4  
EPA 2022 03 29 11:02:00 -0500  
Adobe Acrobat version: 5.0.0.2071, 01000

Date:

3/29/22

AA/RA (or designee) Signature:



Date:

05/26/2022

Distribution: The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Kristoffer Ira Hight

Appendix D -EPA-AFGE Remote Work Application/Agreement Attachment 3

*Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:*

As I have demonstrated over the nearly past two years working totally via Remote Work, I have continued to (b) (6)

as a Project Officer and Tribal Liaison. This work has included: serving as primary point of contact as a Liaison between tribes and EPA, facilitating resolution of multi-media program and assistance agreement issues within the Region; promoting teamwork and collaboration across programs and organizations; functioning as an expert advisor to tribes on building capacity for environmental program management; working with grantees to ensure that Quality Management Plans and Quality Assurance Project Plans (QAPP) are submitted; review and negotiate QAPPs; work with technical staff as needed; assist Tribe in increasing knowledge of EPA programs, resources, and technical assistance for achieving tribal environmental goals across the multiple environmental media program areas; participate in meetings/conference, provide synopsis of agenda items, identify tribal areas of concern; work with regional programs and other government organizations to enhance relations with tribal governments. provide insight to regional staff on effectively working with tribal governments; serve as OCTEA representatives on workgroups, grant management initiatives, including PPGs, ETEPs and GAP Guidance update; and require minimal direction and supervisory oversight to complete work.

I have also performed pre-award activities; provide assistance to grantees; review and approval of grant applications, modification requests, and work plan activities; addressed questions related to whether costs are allocable, allowable, and reasonable; reviewed GAP grant allocations for approval; reviewed GAP grant financial balances and current progress reporting; worked with the Grants Management Office to incorporate application comments; and informed grantees and negotiated recommended changes; performed post award activities including grant monitoring, grant closeout, review of unliquidated obligations, joint evaluations; review of progress reports; ensure that reporting sufficiently address work plan commitments and deliverables; worked with grantee to address deficiencies in reporting; approve progress reporting in the GAP Online system; conducted post-award monitoring that includes baseline monitoring, joint evaluations, and advanced monitorings.



# Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes <input type="button" value="v"/>	
2. If NO, is the asbestos undamaged and in good condition?	Yes <input type="button" value="v"/>	
3. Does the space appear to be free of indoor air quality problems?	Yes <input type="button" value="v"/>	
4. Is the workspace free from excess noise?	Yes <input type="button" value="v"/>	
5. Is water available and drinkable in the space?	Yes <input type="button" value="v"/>	
6. Is ventilation adequate?	Yes <input type="button" value="v"/>	
7. Is a bathroom available with hot and cold running water?	Yes <input type="button" value="v"/>	
8. Are there handrails for stairs with more than 3 steps?	Yes <input type="button" value="v"/>	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes <input type="button" value="v"/>	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes <input type="button" value="v"/>	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes <input type="button" value="v"/>	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes <input type="button" value="v"/>	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes <input type="button" value="v"/>	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	Yes <input type="button" value="v"/>	
15. Do chairs have stable and secure wheels/casters?	Yes <input type="button" value="v"/>	
16. Are rungs and legs of chairs stable and sturdy?	Yes <input type="button" value="v"/>	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes <input type="button" value="v"/>	
18. Is the office free of combustible materials?	Yes <input type="button" value="v"/>	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes <input type="button" value="v"/>	
20. Are floors surfaces clean, dry, and level?	Yes <input type="button" value="v"/>	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes <input type="button" value="v"/>	
22. Are there any other known safety issues that should be addressed for this workspace?	Yes <input type="button" value="v"/>	

*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature Hight, Ira Signs, digitally sign in  
the comments or comments field  
the date and time of sign

Supervisor Signature  Signs, digitally sign in  
the comments or comments field  
the date and time of sign

Print this certificate

Close this window





### Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Shirley R. Langley	<b>Job Title &amp; Grade:</b> Government Information Specialist GS-12/2
<b>AAship/Region and Division:</b> R6 Office of Regional Counsel	<b>Address of Official Agency Worksite:</b> 1201 Elm St. Dallas, TX 75202
<b>Employee's Work Phone:</b> (214) 665-2728	<b>Employee's Work E-mail Address:</b> Langley.shirley@epa.gov
<b>First-line Supervisor:</b> James Murdock	<b>First-line Supervisor's Work Phone:</b> (214) 665-7302
<b>Proposed Start Date:</b> March 31, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <span style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</span>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <span style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</span>	<b>Alternate Phone Number (if available):</b> <span style="border: 1px dashed black; padding: 2px;">Ex. 6 Personal Privacy (PP)</span>
<b>Request:</b> Check one: <input type="checkbox"/> New Request <input checked="" type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b> <i>Shirley Langley (Certification attached)</i>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	

[ x] Remote Work Training taken on 01/28/22 and evidence attached. (Telework Training acceptable until Remote Training developed.)

EPA form 3181-13

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

I will continue to perform all my FOIA duties and follow all policies and procedures to adequately perform all my work. For the last 2 years I have adequately and successfully performed all my duties working flexi and if given the opportunity I will continue to perform all my duties to the fullest. As a FOIA Coordinator I'm able to communicate with my division SMEs and other staff members, I'm able to process letters, concurrence memos, Relativity processing and coordinator with other FOIA Coordinators, attend my section meetings, huddles thru TEAMS from home. I bill requesters almost daily remotely. I'm able to fill in for the FOIA Officer when needed remotely. I have the ability to print and scan from home.

Approval/Disapproval (attach documentation):

☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature:

*Shirley R. Langley*

Date: 02/08/2022

Supervisor's Signature:

**JAMES MURDOCK** Digitally signed by JAMES MURDOCK  
Date: 2022.04.13 16:06:43 -05'00'

Date:

AA/RA (or designee) Signature:

Date:

8/16/22

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

### PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

EPA form 3181-13

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Lou Ella M. Roberts	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist, GS-0028-13
<b>AAship/Region and Division:</b> Region 6, ECAD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX 75270-2102
<b>Employee's Work Phone:</b> 214-665-7579	<b>Employee's Work E-mail Address:</b> roberts.lou@epa.gov
<b>First-line Supervisor:</b> H. Troy Stuckey PhD	<b>First-line Supervisor's Work Phone:</b> 214-665-6432
<b>Proposed Start Date:</b> May 2, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px;">         Ex. 6 Personal Privacy (PP)       </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/23/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Not having to travel to downtown Dallas gives me back at least 4 hours a day and reduces my stress and improves my morale. This improves my performance and production! My work is 100% portable. Should there be a need for me to travel to either the Addison or Dallas office locations, I am willing to do so. I have a TRANServe Card for commuting to the Dallas office via DART bus or train thus eliminating paying parking. Since Remote Work is also known as full-time telework, I'm designating the Dallas office as my Alternate Work Location.

**Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

I've been with EPA Region 6 since July 1983. I've proven to be a valued member of this work force both in productivity and level of performance. I've displayed that I have organized work practices and I meet schedules and deadlines. I keep my supervisor and management informed of my work activities both on a daily and weekly basis. In addition to being available via email, I'm available for live interactive communications by either phone or TEAMS.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

LOU ROBERTS

Digitally signed by LOU ROBERTS  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=LOU ROBERTS,  
0.9.2342.19200300.100.1.1=68001003655397  
Date: 2022.03.28 12:56:17 -05'00'

**Date:**

3/28/2022

**Supervisor's Signature:**

H STUCKEY

Digitally signed by H STUCKEY  
Date: 2022.04.06 13:28:34  
-05'00'

**Date:**

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.09.06 21:53:45 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Breech, Jason Z	<b>Job Title &amp; Grade:</b> Environmental Protection Specialist GS-12
<b>AAship/Region and Division:</b> EPA Region 6 Superfund	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-2143	<b>Employee's Work E-mail Address:</b> breech.jason@epa.gov
<b>First-line Supervisor:</b> LaBombard, Will	<b>First-line Supervisor's Work Phone:</b> 972-514-7799
<b>Proposed Start Date:</b> 24-April-2022	<b>If Temporary, Proposed End Date:</b> n/a
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b> n/a
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2-Feb-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I can complete my work tasks 100% from my RWL without complications, distractions or issues.

My RWL will ensure on time, uninterrupted work that will maintain/increase my ability to accomplish the EPA mission and operational goals. RWL will also ensure uninterrupted work during when inclement weather occurs, and the official agency worksite needs to be closed.

Thank You for your consideration.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Breech, Jason	Digitally signed by Breech, Jason DN: cn=Breech, Jason, email=Breech.Jason@epa.gov Date: 2022.03.21 08:47:33 -05'00'	<b>Date:</b> 21-March-2022
<b>Supervisor's Signature:</b> WILLIAM LABOMBARD	Digitally signed by WILLIAM LABOMBARD Date: 2022.06.26 19:24:37 -05'00'	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.07.26 08:41:14 -04'00'	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Kimeka Price	<b>Job Title &amp; Grade:</b> NEPA Project Manager, GS-13
<b>AAship/Region and Division:</b> Region 6/ Office of Regional Administrator	<b>Address of Official Agency Worksite:</b> 1201 Elm St, Dallas, TX 75270
<b>Employee's Work Phone:</b> (214)665-7438	<b>Employee's Work E-mail Address:</b> price.kimeka@epa.gov
<b>First-line Supervisor:</b> Robert Houston	<b>First-line Supervisor's Work Phone:</b> (214)665-8565
<b>Proposed Start Date:</b> 2/14/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px; text-align: center;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> (214)665-7438	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on _____ date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

The approval of this request aligns with the Agency's ability to accomplish its mission and operational goals. There is access to Agency equipment, automated/electronic systems, and tools for remote telework, including but not limited to laptop computer, office phone, communication technologies, softwares, etc. Further, this is continuous operational use of remote work (full-time) throughout current COVID-19 pandemic.

✓  
Approval/Disapproval (attach documentation):

☒ Approved  
☐ Disapproved (cite reason(s) below)

Employee's Signature:

KIMEKA PRICE

Digitally signed by KIMEKA PRICE  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=KIMEKA PRICE,  
0.9.2342.19200300.100.1.1=68001003652740  
Date: 2022.02.02 15:25:05 -0500

Date:

2/2/2022

Supervisor's Signature:

ROBERT  
HOUSTON

Digitally signed by ROBERT HOUSTON  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=ROBERT HOUSTON,  
0.9.2342.19200300.100.1.1=68001003655693  
Date: 2022.03.14 15:01:53 -0500

Date:

3/14/2022

AA/RA (or designee) Signature:

*HCWA*

Date:

May 9, 2022

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



### Appendix B – EPA Remote Work Self-Certification Safety Checklist

	Select a Response	Comments
1. Is the space free of asbestos material?	Yes	
2. If NO, is the asbestos undamaged and in good condition?	N/A <input type="checkbox"/>	
3. Does the space appear to be free of indoor air quality problems?	Yes	
4. Is the workspace free from excess noise?	Yes	
5. Is water available and drinkable in the space?	Yes	
6. Is ventilation adequate?	Yes	
7. Is a bathroom available with hot and cold running water?	Yes	
8. Are there handrails for stairs with more than 3 steps?	N/A <input type="checkbox"/>	
9. Are circuit breakers/fuses in the electrical panel labeled as to intended service?	Yes	
10. Do circuit breakers clearly indicate if they are opened or closed?	Yes	
11. Is electrical equipment free of recognized hazards that would cause physical harm (for example, frayed wires, bare conductors, loose wires, exposed wires fixed to the ceiling, a rat's nest of plugs in a single outlet and so on)?	Yes	
12. Will the building's electrical system permit the grounding of electrical equipment?	Yes	
13. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?	Yes	
14. Do file cabinets and storage closets open so they do not obstruct walkways?	N/A <input type="checkbox"/>	
15. Do chairs have stable and secure wheels/casters?	Yes	
16. Are rungs and legs of chairs stable and sturdy?	Yes	
17. Are the phone lines, electrical cords and extension wires safely secured?	Yes	
18. Is the office free of combustible materials?	Yes	
19. Is there adequate electrical lighting to accomplish the work assignments?	Yes	
20. Are floors surfaces clean, dry, and level?	Yes	
21. Are carpets well secured to the floor and free of frayed or worn seams?	Yes	
22. Are there any other known safety issues that should be addressed for this workspace?	No <input type="checkbox"/>	

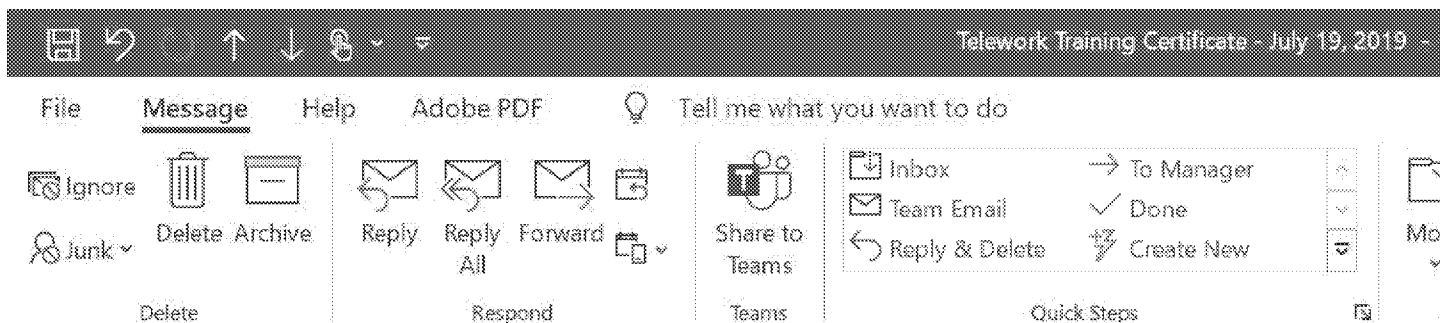
*This checklist is designed to assess the overall safety of the Remote Work Location and must be completed and given to your supervisor with your Remote Work Agreement. Signing this form does not guarantee that the RWL is hazard free but does verify that the employee has made a reasonably careful inspection for potential hazards. Employees are responsible for informing their supervisors of any changes to their RWL that could impact the health and safety of the employee and others.*

Employee Signature Kimeka Price 3/9/2022

Supervisor Signature

ROBERT  
HOUSTON

Digitally signed by ROBERT HOUSTON  
DN: cn=US, o=U.S. Government,  
ou=Environmental Protection Agency,  
ou=ROBERT HOUSTON,  
c=US, email=robert.houston@epa.gov,  
serial=2952, cn=US, o=U.S. Government



## Telework Training Certificate - July 19, 2019



Price, Kimeka

To: Price, Kimeka

Cc: Price, Kimeka



**From:** Price, Kimeka <[Price.Kimeka@epa.gov](mailto:Price.Kimeka@epa.gov)>  
**Sent:** Monday, January 31, 2022 3:25 PM  
**To:** Houston, Robert <[Houston.Robert@epa.gov](mailto:Houston.Robert@epa.gov)>  
**Cc:** Price, Kimeka <[Price.Kimeka@epa.gov](mailto:Price.Kimeka@epa.gov)>  
**Subject:** Remote Telework Application

Robert,

The remote telework application was completed. However, it does not allow for electronic signature of the document. Please advise on how to proceed in transmitting the application to you.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Quang Nguyen	<b>Job Title &amp; Grade:</b> Environmental Engineer, GS-13
<b>AAship/Region and Division:</b> US EPA Reg. 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, Texas 75270
<b>Employee's Work Phone:</b> 214-665-7238	<b>Employee's Work E-mail Address:</b> Nguyen.Quang@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> 214-665-7523
<b>Proposed Start Date:</b> 4/24/2022	<b>If Temporary, Proposed End Date:</b>

~~Address of Remote Work Location~~ (city, state and zip code):

### Ex. 6 Personal Privacy (PP)

**Within same Locality Pay Area of Official Agency Worksite:**

☒ Yes

☐ No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]

**Phone Number:**

**Alternate Phone Number (if available):**

Ex. 6 Personal Privacy (PP)

Ex. 6 Personal Privacy (PP)

**Request:**

Check one: ☒ New Request ☐ Request for Modification to Existing Agreement

Check if for temporary period: ☐ Temporary

**Section 2. Employee's Approved Schedule:** Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.

### Section 3. Safety Certification

**Safety Certification:** The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.

### Section 4. Employee Certification and Signature

**Employee Certification:** I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.

☒ Remote Work Training taken on 3/10/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Working remotely since the Covid 19 pandemic in early 2020, I have been successfully working to support Agency's important and critical mission of protecting human health and the environment. Specifically, I have developed various NPDES permits for complex and large publicly owned treatment works and industrial facilities in New Mexico and Oklahoma in a timely manner and effectively provided technical support to co-workers in analyzing data thru conducting water quality modeling and statistical analyses to determine significance and potential impact of wastewater discharges to the water quality of receiving streams, whose results are using to support specific permit conditions. My productivity while remote working has been skyrocketing. My success is credited to number areas. These include skipping the commute allowing me more time to focus on my work, working in a less distraction environment that I need to think critically and perform better, and continuing routines resembling my office days (i.e., attending scheduled meetings, conferences, training regularly and consistently, working under defined timelines to meet critical project requirements and managing time efficiently to handle multiple and at times conflicting assignments and priorities). In addition, information and

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> QUANG NGUYEN <small>Digitally signed by QUANG NGUYEN DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=QUANG NGUYEN, 0.9.2342.19200300.100.1.1=68001003655608 Date: 2022.03.24 09:14:28 -05'00'</small>	<b>Date:</b> 03/24/2022
<b>Supervisor's Signature:</b> BRENT LARSEN <small>Digitally signed by BRENT LARSEN Date: 2022.04.11 15:34:59 -05'00'</small>	<b>Date:</b> 4/11/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN- AGUILAR <small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.01 07:49:54 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Nguyen Quang – Remote Work Text

Working remotely since the Covid 19 pandemic in early 2020, I have been successfully working to support Agency's important and critical mission of protecting human health and the environment. Specifically, I have developed various NPDES permits for complex and large publicly owned treatment works and industrial facilities in New Mexico and Oklahoma in a timely manner and effectively provided technical support to co-workers in analyzing data thru conducting water quality modeling and statistical analyses to determine significance and potential impact of wastewater discharges to the water quality of receiving streams, whose results are using to support specific permit conditions. My productivity while remote working has been skyrocketing. My success is credited to number areas. These include skipping the commute allowing me more time to focus on my work, working in a less distraction environment that I need to think critically and perform better, and continuing routines resembling my office days (i.e., attending scheduled meetings, conferences, training regularly and consistently, working under defined timelines to meet critical project requirements and managing time efficiently to handle multiple and at times conflicting assignments and priorities). In addition, information and communications technologies have advanced in their capabilities. Availability of high-speed internet at my home and TEAMS have allowed me to stay connected and collaborated with my management and colleagues at EPA, staffs at the State level and publics. I do not believe the mentioned remote working conditions will be compromised in the future. Therefore, my request to work remotely will not diminish the Agency's ability to accomplish its mission and meet its operational goal.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Adina Wiley	<b>Job Title &amp; Grade:</b> Environmental Engineer, GS 13
<b>AAship/Region and Division:</b> Region 6, Air and Radiation Division, Air Permits Section	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-2115	<b>Employee's Work E-mail Address:</b> wiley.adina@epa.gov
<b>First-line Supervisor:</b> Cynthia Kaleri	<b>First-line Supervisor's Work Phone:</b> 214-665-6772
<b>Proposed Start Date:</b> 4/17/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/21/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See attached

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

**ADINA WILEY**

Digitally signed by ADINA WILEY  
Date: 2022.04.14 13:18:08 -05'00'

**Date:**

04/14/2022

**Supervisor's Signature:**

**CYNTHIA KALERI**

Digitally signed by CYNTHIA KALERI  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=CYNTHIA KALERI,  
0.9.2342.19200300.100.1.1=68001003655411  
Date: 2022.04.21 10:13:08 -05'00'

**Date:**

04/21/2022

**AA/RA (or designee) Signature:**

**HELENA WOODEN-  
AGUILAR**

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.05.09 13:24:30 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



## SUPPLEMENTAL DOCUMENTATION FOR REMOTE WORK APPLICATION

Adina Wiley (R6 ARPE) April 2022

### Employee Information

1. Name, Series, Grade, Title: **Adina Wiley**  
0819, GS-13, Environmental Engineer
2. AWL (Home Office) Address: **Ex. 6 Personal Privacy (PP)**

### Job Description & Duties, Air Permits (ARPE):

1. Current EPA Duty Station: **Ex. 6 Personal Privacy (PP)**
2. Position Description (PD) – Attached

**Note for Attached PD** – This PD is outdated and needs to be updated given current work assignments as outlined in PARS. For example, no field work component is necessary for this employee and field work has not been conducted by the employee in the current job and is therefore not necessary for evaluation as part of the PARS.

3. Current Duties and how they will be performed in a hybrid environment –

*ARPE has implemented several virtual meetings and electronic reporting and collaboration tools to help us stay connected as a group in completing section work goals and in promoting continuous professional development. For example, all staff participate in Weekly Section Meetings on Monday afternoons, Weekly ARPE Staff “Coffee Talk” Meetings (typically occur every Wednesday, or floated during the week depending on availability of staff), Biweekly Lunch & Learn Meetings (set for the first Friday of each payperiod since many in the section are off the 2<sup>nd</sup> Friday due to workload of section currently), Project and Team-Specific Meetings (e.g., DWP Mo Calls with OAQPS and ORC/OGC, Mo Calls with State/Local Partners, etc.), Monthly Individual “Check-In” Meetings (pre-scheduled fixed time each month for each staff member to have One-On-One time w/Section Chief). In addition, ARPE uses multiple “e-tools” available for staying “connected” to others within the section virtually, such as our Teams Channels and specifically our ARPE Notebook (OneNote allows for one place access to provide “Weekly Highlights” Reporting, Lunch & Learn Topics/Ideas Board and scheduling topics, Workload & Assignments Updates w/Projects Overview, Section Retreats, and LEAN materials).*

**Ex. 6 Personal Privacy (PP)**

## Ex. 6 Personal Privacy (PP)

Specifically, Adina is currently the Permitting State Implementation Plan (SIP) Coordinator for our section (ARPE), but also coordinates with SIP Coordinators in the Air Standards and Planning Branch. Adina is our section/divisional guru with regard to electronic tools development and implementation and routinely assist others within the division and region (and at the start of the pandemic, employees in other regions) with using such tools, such as proper use digitizing records and electronic signatures, and proper routing procedures for electronic correspondence, etc. Adina submitted her own justification with her remote work application that included the following description of her primary duties, which I agree with entirely:

*My primary duty is the review of state permitting regulations for construction and operating permit programs and economic incentive programs. To successfully execute this job function, I must maintain routine communication with my state partners and other EPA stakeholders – regional offices, HQs and OGC. I conduct a technical review on any draft or submitted regulatory revision to recommend an EPA action and document this review through the development of comment letters and technical support documentation that supports the EPA action. I serve on multiple national workgroups for air permitting and SIP processing and maintain a national database for SIP tracking. I am a SharePoint Power User in Region 6 and active member of the Power Automate Tech Forum. I have assumed a leadership role in developing and implementing the use of SharePoint and Teams to improve our workplace engagement and productivity.*

*Regulations developed by the state are shared and submitted electronically. My technical review is performed on SharePoint, enabling real-time collaboration with staff from R6 ARD, ORC, HQs, and OGCs. Internal EPA briefings have become more efficient with the ability to video share and talk face to face while taking notes on a secondary monitor, share screens of the data in question, and quickly pull up relevant facts or data to support the action all in real time. All meetings with state partners are conducted via Teams where participants have embraced video sharing for face-face interactions and routinely share screens to collaborate on ideas. My participation and engagement in national workgroups expanded with the ability to connect via Teams and form personal relationships by seeing my EPA coworkers across the country in video calls. Remote work has enabled me to be more responsive to meeting requests early in the morning or late in the afternoon, especially when interacting with colleagues in western regional offices.*

Adina Wiley, as a GS-13 Environmental Engineer, works independently from her co-workers, but collaborates exceptionally well via Teams for quick calls and planned meetings. She has been successful in completing her work assignments on time and communicating the progress of all work and activities conducted to colleagues where coordination is necessary and to me via verbal and written communication (see virtual meetings and tools above for most effective communications). She is available for appointments and is able to coordinate her schedule to meet that of others within the section and also with managers needing briefings and meetings outside of the section and outside of the work group (e.g., colleagues, state and public customers internal and external to EPA).

*I recommend that Adina Wiley's request for remote work be approved.*

Cynthia J. Kaleri  April 21, 2022

Appendix D - EPA-AFGE Remote Work Application/Agreement	
Employee Name: William G. Johnson Jr.	Job Title & Grade: Environmental Protection Specialist, 0028, GS-13
AAship/Region and Division: U.S. EPA, Region 6, SEDMR	Address of Official Agency Worksite: 1201 Elm Street, Dallas, TX 75270-2102
Employee's Work Phone: 214-665-2256	Employee's Work E-mail Address: johnson.williamg2@epa.gov
First-line Supervisor: Lisa Price	First-line Supervisor's Work Phone: 214-665-6744, price.lisa@epa.gov
Proposed Start Date: 2/14/2022	If Temporary, Proposed End Date:
Address of Remote Work Location (Including city, state and zip code):	
Ex. 6 Personal Privacy (PP)	
Within same Locality Pay Area of Official Agency Worksite: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
Phone Number: 214-665-2256	Alternate Phone Number (if available): Ex. 6 Personal Privacy (PP)
Request: Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
Section 2. Employee's Approved Schedule: Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
Section 3. Safety Certification  Safety Certification: The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
Section 4. Employee Certification and Signature	
Employee Certification: I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on 1/25/2022 date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:

-See Attached Documentation

Approval/Disapproval (attach documentation):

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> WILLIAM JOHNSON <small>Digitally signed by WILLIAM JOHNSON DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=WILLIAM JOHNSON, 0.9.2342.19200300.100.1.1=#8001003655822 Date: 2022.01.25 14:35:21 -06'00'</small>	<b>Date:</b> 25 Jan 2022
<b>Supervisor's Signature:</b> WILLIAM LABOMBARD <small>Digitally signed by WILLIAM LABOMBARD Date: 2022.06.26 17:47:59 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR <small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 22:04:53 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Remote Work Application Justification

William G. Johnson Jr.

### Eligibility Requirements

#### Basic Eligibility

- The employee has sufficient portable work for the amount of telework requested.
  - *Applicant carries multiple RAF site workload of 21 sites*
- The arrangement does not create any impediment to the effective accomplishment of the organization's work.

#### **Ex. 6 Personal Privacy (PP)**

- The employee agrees to return to the office worksite if required to do so by their supervisor.
  - *Applicant agrees to return to the office worksite if required*
- The employee continues to comply with the terms of their written and approved agreement.
  - *Applicant agrees to comply with the terms of their written approved agreement*
- Arrangements are in place for dependent care, if providing care would otherwise interrupt or interfere with the employee's work duties during the time the employee is working at the RWL.
  - *Applicant does not need to provide dependent care*

#### Eligibility for Remote Work

- 100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period.

#### **Ex. 6 Personal Privacy (PP)**

- Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., invoice reviews, invoice approvals, technical evaluation panel meetings, AEEB meetings, mail, or hard copy scanning, addressing facilities issues).

- *Applicant can complete necessary work without having to reassign work to others*
- There is no adverse impact on other offices or programs.
  - *There have not been any adverse impacts to other offices or programs from the applicant performing work remotely in the last 2 years*
- Tasks or work assignments can be performed at least equally effectively at the RWL.

#### **Ex. 6 Personal Privacy (PP)**

- Employee's work does not require access to in office resources.
  - *Applicant has performed work remotely since March 2020*
- There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry);
  - *Applicant has performed work remotely since March 2020*
- The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface.

January 26, 2022

- *Applicant has been successful at providing customer service with outside stakeholders or coworkers through Microsoft Teams meetings and/or telephone conversations since March 2020*
- The employee has a demonstrated track record of meeting performance plan objectives and working without close supervision.

## **Ex. 6 Personal Privacy (PP)**

January 26, 2022

## Remote Work Application Justification

William G. Johnson Jr.

### Cost Analysis

1. Salary costs – There is no difference between the regular workplace salary vs. proposed RWL duty station salary
2. EPA Travel – EPA travel costs will not change. Utilization of the proposed RWL will not affect the previous EPA travel logistics (rental car usage near residence for trips utilizing car transportation and access to airport for EPA travel utilizing air travel will cost no more to the government should the applicant travel for work related events, conferences, trainings that otherwise would be required to perform his job).
3. Utility costs – Utilizing proposed RWL will shift utility costs to the applicant as opposed to EPA having utility costs associated with maintaining an EPA workplace cubicle.

January 26, 2022



## Remote Work Application Justification

William G. Johnson Jr.

### Climate Change Analysis

1. According to EPA's Climate Change web site, one of the things that people can do to reduce the environmental impact of fuel emissions is to make fewer trips. This includes teleworking. Please see the 6<sup>th</sup> bullet on the following web page - <https://www.epa.gov/climate-change/what-you-can-do-about-climate-change-transportation>. Utilization of the RWL would make a significant difference in reducing the environmental impact of fuel emissions.

2. Carbon Footprint Calculation –

Round Trip Distance from RWL to Work Location – 60 miles

Approximate number of work days in year – 200 days

Total round-trip miles annually – 12,000

Average gas mileage for personal car – 20 mpg

Utilizing the Household Carbon Footprint Calculator - <https://www3.epa.gov/carbon-footprint-calculator/>

The above usage would equal 12,398 lbs of CO<sub>2</sub> emissions annually.

Reduction of 12,388 lbs of CO<sub>2</sub> emissions is equal to the amount of carbon sequestered by 64.2 tree seedlings grown for 10 years (<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>)

**Utilization of the RWL would eliminate the above emissions and help reduce the carbon footprint of commuting to the EPA Region 6 permanent workplace site.**

January 26, 2022

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**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Toups, Bradley G	<b>Job Title &amp; Grade:</b> Environmental Scientist 1301-GS-13
<b>AAship/Region and Division:</b> EPA Region 6/ ARD/	<b>Address of Official Agency Worksite:</b> 1201 Elm, Suite 500, Dallas, Tx 75270
<b>Employee's Work Phone:</b> 214 665-7258	<b>Employee's Work E-mail Address:</b> toups.brad@epa.gov
<b>First-line Supervisor:</b> Cynthia Kaleri	<b>First-line Supervisor's Work Phone:</b> 214 665-6772
<b>Proposed Start Date:</b> May 8 2022	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b>	
<b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214 665-7258	<b>Alternate Phone Number (if available):</b> <b>Ex. 6 Personal Privacy (PP)</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/23/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**




Three years ago the advent of generally robust video conferencing and legally binding electronic transmittal of information had begun to replace in person meetings due to the time/travel savings to staff, experts, and decision makers involved. In the last two years the reliance on virtual meetings and legally binding optional and mandatory electronic transmission of documents has become the norm, bearing fruit by allowing better informed and timely decisions, less time/funds spent traveling, and more expertise being brought to bear on agency operations in the fulfillment of its mission. As a GS 13 living in the R6 LCA and LPA:

**Ex. 6 Personal Privacy (PP)**

while efficiently performing all of my duties (which have been found to be portable) via tele/remote work, including air permit development, state air program oversight, title V petition response, national rulemaking workgroup participation, public hearing hosting, web communications design, deployment, and maintenance, junior staff mentoring, and public citizen interaction. Remote work will reduce my carbon footprint, save the agency the approx \$800 annual commuting subsidy I have utilized since 2011 and still be in the regional office within hours for approved temporary work when needed.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>  <b>BRADLEY TOUPS</b>	<small>Digitally signed by BRADLEY TOUPS DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BRADLEY TOUPS, 0.9.2342.19200300.100.1.1=68001003655793 Date: 2022.04.26 09:49:21 -05'00'</small>	<b>Date:</b> 4/26/2022
<b>Supervisor's Signature:</b>  <b>CYNTHIA KALERI</b>	<small>Digitally signed by CYNTHIA KALERI DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=CYNTHIA KALERI, 0.9.2342.19200300.100.1.1=68001003655411 Date: 2022.05.03 14:20:35 -05'00'</small>	<b>Date:</b> 05/03/2022
<b>AA/RA (or designee) Signature:</b>  <b>HELENA WOODEN- AGUILAR</b>	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 21:55:06 -04'00'</small>	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

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**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Margaret Kinney	<b>Job Title &amp; Grade:</b> Physical Scientist GS 11
<b>AAship/Region and Division:</b> Region 6 WD-DD	<b>Address of Official Agency Worksite:</b> 1201 Elm Street Dallas, Texas 75270
<b>Employee's Work Phone:</b> (214)665-8569	<b>Employee's Work E-mail Address:</b> Kinney.Margaret@epa.gov
<b>First-line Supervisor:</b> Angela Restivo	<b>First-line Supervisor's Work Phone:</b> 214-665-7123
<b>Proposed Start Date:</b> 02/28/2022 or As Soon as Possible	<b>If Temporary, Proposed End Date:</b> Not Temporary
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px solid black; padding: 2px;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> N/A
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>2/10/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The primary duties of my position can be completed just as accessibly from my remote work location in Cincinnati, Ohio as from my assigned duty station in Dallas, Texas. My position requires me to advise on the adequacy and accuracy of data and processes, and to provide technical assistance where applicable. I help prepare public notices and respond to basic questions concerning EPA policies from interested parties. I review program guidance, policy, and regulations and provide comments to other engineers and scientists within my immediate organization, prepare documents and briefing materials, and support proposed regional actions or decisions. I also analyze data and prepare reports regarding state, local and tribal implementation of environmental protection programs. I prepare scientific and technical information for oral briefings workshops, conferences, seminars, and public hearings attended by senior officials or other engineers and scientists. All of this can be done effectively and virtually from a remote work location through communication via email, phone, and virtual meetings through platforms like Microsoft Teams. All of my current work requires a computer and is completed using online programs and software on that computer. The physical location of my work site does not affect the

**Approval/Disapproval (attach documentation):**

☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> Kinney, Margaret	<small>Digitally signed by Kinney, Margaret DN: cn=Kinney, Margaret, email=Kinney.Margaret@epa.gov Date: 2022.02.15 12:15:00 -06'00'</small>	<b>Date:</b> 02/15/2022
<b>Supervisor's Signature:</b> ANGELA RESTIVO	<small>Digitally signed by ANGELA RESTIVO DN: cn=US, o=U.S. Government, ou=Environmental Protection Agency, cn=ANGELA RESTIVO, c.B.2342.19200300.100.1.1+68001003655643 Date: 2022.02.18 10:18:08 -06'00'</small>	<b>Date:</b> 02/18/2022
<b>AA/RA (or designee) Signature:</b>		<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Lorraine Dixon	<b>Job Title &amp; Grade:</b> Attorney 14
<b>AAship/Region and Division:</b> Region 6 ORC	<b>Address of Official Agency Worksite:</b>
<b>Employee's Work Phone:</b> 214-665-7589	<b>Employee's Work E-mail Address:</b> dixon.lorraine@epa.gov
<b>First-line Supervisor:</b> Suzanne Andrews	<b>First-line Supervisor's Work Phone:</b>
<b>Proposed Start Date:</b> 5-1-22	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> Ex. 6 Personal Privacy (PP)	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  Lorraine Dixon	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3-30-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

The critical elements of my job relate to providing legal advice and interpretation of various rules, regulation and statutes to clients within the Region. This is done by written oral communication developing and maintaining cooperative relationships and performing legal research. Communication with outside agencies or other federal agencies is occasionally necessary but this communication is accomplished via email and telephone (Teams) and is 100% portable, it does not require the use of in-office resources.

There is no expectation that I regularly report to the office worksite each pay period. Tasks and work assignments can be performed equally effectively at my RWL. Legal research is done via online. Completing my assignments may be performed at any location with an internet connection. Duties and work assignments do not require access to any in-office resources. I do not have duties or work assignments requiring face-to-face customer service or co worker interface.

My RWL will remain in Dallas, Texas. I am able to get to the office or the COOP immediately if requested. My RWL will

**Approval/Disapproval (attach documentation):**

☐  
☒

Approved

Disapproved (cite reason(s) below)

**Employee's Signature:**

Lorraine Dixon

**Date:**

4-15-22

**Supervisor's Signature:**

**Date:**

**AA/RA (or designee) Signature:**

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Brandon Maples	<b>Job Title &amp; Grade:</b> Physical Scientist, GS-11
<b>AAship/Region and Division:</b> Region 6, Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St., Suite 500, Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-7252	<b>Employee's Work E-mail Address:</b> maples.brandon@epa.gov
<b>First-line Supervisor:</b> Ken Johnson	<b>First-line Supervisor's Work Phone:</b> johnson.ken-e@epa.gov
<b>Proposed Start Date:</b> ASAP	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>9/3/2021</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	



**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

See Attached Sheet

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

BRANDON MAPLES

Digitally signed by BRANDON MAPLES  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=BRANDON MAPLES,  
0.9.2342.19200300.100.1.1=68001003754139  
Date: 2022.10.07 12:49:37 -05'00'

**Date:**

10/7/2022

**Supervisor's Signature:**

KENNETH  
JOHNSON

Digitally signed by KENNETH  
JOHNSON  
Date: 2022.10.27 10:17:37 -05'00'

**Date:**

10/27/2022

**AA/RA (or designee) Signature:**

CHARLES  
MAGUIRE

Digitally signed by CHARLES  
MAGUIRE  
Date: 2022.11.15 21:07:49 -05'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

- **The employee has sufficient portable work for the amount of telework requested.** There has always been plenty of work for me to complete, projects/tasks to work on or assist with, etc. Even at times when workloads have been lower (e.g., around the holidays in December last year), there have still been plenty of opportunities for me to complete trainings, readings, etc. related to my job functions. Thus, there has never been a time when I have not had sufficient work that I could complete remotely.
- **The arrangement does not create any impediment to the effective accomplishment of the organization's work.** No impediment to accomplishment of the Agency's and/or the UIC section's goals and work is created by working remotely. I am still able to successfully carry out all job functions and responsibilities from home, including permit reviews, meeting attendance, interaction with applicants and stakeholders, etc. Evidence of this may be seen in my most recent evaluation, in which I received a Distinguished rating in all five ratings categories as well as an overall rating of Distinguished.
- **The employee agrees to return to the office worksite if required to do so by their supervisor.** I live in Oklahoma City, so I am only about three hours from the Region 6 offices. There are no issues with me returning to the office if necessary or required by my supervisor, including on short (less than 24 hours) notice.
- **The employee continues to comply with the terms of their written and approved agreement.** I will comply with all terms of my telework agreement as described therein. Any deviations will not occur without prior approval from my immediate supervisor and/or others as required.
- **Arrangements are in place for dependent care, if providing care would otherwise interrupt or interfere with the employee's work duties during the time the employee is working at the RWL.** I have no dependents, so dependent care is not an issue for me regardless of work location.
- **100% of the employee's work is portable and there is no expectation for the employee to regularly report to the office worksite each pay period.** I started my EPA career working 100% remotely and did not come to the office for the first approximately nine months secondary to Covid-19 and maximum telework provisions. I was able to successfully complete all my on-boarding and training remotely, as well as complete nine months of work, meetings, etc. remotely with no issues. Since the return to work in May 2022, I have continued to work successfully from home 80% of the time (20% in the office), and 100% of the time during mid-summer increases in Covid-19 transmission that resulted in a temporary return to 100% episodic telework. During that time, I had no issues completing any aspect of my work remotely due to a need to be in the office, and that continues to be the case, again as evidenced by an overall Distinguished rating on my latest evaluation. I should only ever need to return to the office under special circumstances (e.g., a required in-person training or meeting), but such circumstances and a need to return to the office would not be regular occurrences.
- **Authorization for remote work will not unduly shift functions or responsibilities to other employees or require reassignment of current work or tasks to other staff (e.g., field work, inspections, mail, or hard copy scanning, addressing facilities issues).** No undue burden or shift in responsibilities would be required for me to work from an RWL. The UIC section does not

currently complete field work or inspections. Should the section begin doing UIC inspections again, I would happily join in. Though I am no longer involved with the Osage DI UIC program, I am actually closer to areas like Osage County, OK, and could travel more easily if needed to complete inspections or serve as a UIC representative to witness field activities (e.g., pluggings) versus others in the section who would be required to travel from Dallas. (This would also result in an economic savings to the Agency.) There are no facilities issues I would ever need to address. Hard copy mail is typically scanned and emailed to the addressee within our section, but such mail is infrequent and is typically a duplicate of mail already sent electronically. Since May 2022, I am no longer involved with any work, particularly Osage DI work, that results in a need for hard copy files to be scanned. Plans for the entire section to begin the wholesale scanning and archiving of paper files are in the works and will further reduce the likelihood of other staff needing to scan and send files to me.

- **There is no adverse impact on other offices or programs.** As stated throughout this document, I have worked, and continue to work, remotely with others from the UIC section and from other sections/divisions/programs within EPA as well as with state partners, applicants, and other stakeholders. No adverse impacts, difficulties, or other issues have arisen thus far and are not anticipated in the future.
- **Tasks or work assignments can be performed at least equally effectively at the RWL.** I have had no issues accomplishing my work while teleworking thus far. My workspace at home is clean, comfortable, and much quieter than an office setting. This results in fewer distractions and helps increase productivity and the quality of my work products as indicated by a Distinguished rating on my most recent evaluation while working primarily from home the last year.
- **Employee's work does not require access to in office resources.** To-date, I have not required any resources from the office, even on days I have worked in the office as part of my current regular telework schedule. I use an EPA-furnished laptop, and I have a reliable high-speed internet connection. Additionally, I have a printer and a scanner should the need arise. Calls from my office phone are forwarded to my cell phone, and I have no issues connecting to and participating in calls via Teams, Zoom, or other webinar-type platforms. The UIC section still has a large supply of paper files, but I have never needed any such files, including for my DI work in Osage (the one area in the section that is still primarily paper-based). Additionally, the section is working to scan and digitally archive these files, at which point I will have digital access to all files/records regardless of my work location. Working from a RWL means I will not be involved with the actual scanning of these files. However, a plan has already been made and tasks divided up such that I will still be able to participate in other aspects of this scanning project, thus, no workload would be shifted to others as a result.
- **There will be no foreseen disruption to customer service with any agency customers or stakeholders (e.g., public, states, industry).** I have participated in countless (likely well over 100) calls and meetings with customers and stakeholders over the last year with no issues in my ability to provide excellent customer service. During working hours, I am available and accessible via email, Teams calls and messaging, and phone. My work phone is consistently transferred to my cellular phone so that I may answer calls even while working from home. All other customer service aspects would be addressed similarly regardless if working from a RWL.

- **The employee does not have duties or work assignments requiring face-to-face customer service or coworker interface.** Since beginning with EPA in August 2021, I have only participated in one face-to-face meeting with outside parties. However, this participation was purely a matter of being in the office on the day the meeting was held. The other half of the UIC section, along with nearly 40 other participants, took part in the meeting remotely. As such, there has not been any requirement for me thus far to participate in any kind of in-person meeting, either with customers or with other coworkers, and no such requirements are anticipated in the future. If such an occasion does arise, I would be happy to return to the office temporarily.

## Ex. 6 Personal Privacy (PP)

Cost advantages associated with approval of my RWL request include:

- I am in the Oklahoma City/Oklahoma local commuting area, which has a lower locality pay rate than the DFW area. The difference in pay rates between the two localities would likely still result in a significant cost savings to the Agency even if I were required to periodically return to the office.
- Being in Oklahoma, I am still in Region 6 and could, thus, still serve as a representative for the UIC section with UIC state government partners (Oklahoma Corporation Commission and Oklahoma Department of Environmental Quality). Additionally, I have experience working with the Region 6 UIC section's Class II direct implementation program on Osage tribal lands, and I would be at least 3 hours and 200 miles closer to Osage County should any kind of field inspections or representation be required there. I am also closer to most areas of Arkansas, the Texas panhandle, and parts of New Mexico than other UIC section members. All of this would result in a cost savings to the agency, particularly if driving is involved or overnight stays are discouraged.
- Working from my RWL (my home) would negate the need for transit subsidies or other costs for which the agency offers reimbursement to employees.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Anhmai Pham	<b>Job Title &amp; Grade:</b> Environmental Scientist - GS 13
<b>AAship/Region and Division:</b> Region 6 - Land, Chemical and Redevelopment Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270-2102
<b>Employee's Work Phone:</b> 214-665-8438	<b>Employee's Work E-mail Address:</b> pham.anhmai@epa.gov
<b>First-line Supervisor:</b> Althea Foster	<b>First-line Supervisor's Work Phone:</b> 214-665-2268
<b>Proposed Start Date:</b> 03/03/2022	<b>If Temporary, Proposed End Date:</b> NA
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03/01/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I will perform all my duties on my EPA computer with Internet and EPA Intranet.

I will receive the copies of Quality Assurance Project Plan (QAPP) from 5 States in Region 6 via emails. I will review and evaluate them thoroughly to ensure the program in compliance with EPA requirements, Federal Environmental Law and Regulations. After reviewing the plans, I will send the QAPPs to my supervisor with checklists for her approval.

As a Division QA representative, I will participate Quality Assurance Forum for QA update and report the updates to my supervisor via emails or Microsoft Team as needed.

For paying invoices, I will receive notifications with a list of invoices from Financial Center RTP via emails. I will send emails to TOCORS requesting for their reviews and approvals invoices. After receiving approvals from TOCORS, I'll login into EASYLITE to pay invoices for RCRA projects.

I will take online mandatory trainings from FedTalent, and online contracting trainings from FAITAS for maintaining COR Certification.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

ANHMAI PHAM

Digitally signed by ANHMAI PHAM  
Date: 2022.03.03 14:47:02 -06'00'

**Date:**

**Supervisor's Signature:**

ALTHEA FOSTER

Digitally signed by ALTHEA  
FOSTER  
Date: 2022.05.11 09:26:48 -05'00'

**Date:**

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.09.06 21:57:52 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Angela Hodges Gott	<b>Job Title &amp; Grade:</b> Attorney Advisor GS-14
<b>AAship/Region and Division:</b> Region 6, Office of Regional Counsel	<b>Address of Official Agency Worksite:</b> 1201 Elm St., Dallas, TX 75270
<b>Employee's Work Phone:</b> 214-665-2796	<b>Employee's Work E-mail Address:</b> hodges-gott.angela@epa.gov
<b>First-line Supervisor:</b> Suzanne Andrews	<b>First-line Supervisor's Work Phone:</b> 214-665-8027
<b>Proposed Start Date:</b> 08-14-2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 817-647-5254	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>03-17-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I am an assistance law attorney for Region 6. In this position, I counsel programs, project officers, and grants specialists within the Region regarding their work awarding and managing cooperative agreements and grants made to states, tribes, and other award recipients. This work primarily consists of independent legal research and review, and communication of my findings to my Region 6 clients. While my work often includes coordination and discussion with the Office of General Counsel (OGC) and the Office of Grants and Debarment (OGD), it very rarely and only by conference call requires interactions with anyone outside of EPA. Working remotely would not cause any changes to my work and responsibilities, and it would not require any of my work or responsibilities to be reassigned. I am consistently a high performer.

## Ex. 6 Personal Privacy (PP)

### Ex. 6 Personal Privacy (PP)

I am a motivated self-starter that does not need oversight or prompting to accomplish my tasks in a timely manner. I communicate very effectively with my

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> ANGELA HODGES GOTT	Digitally signed by ANGELA HODGES GOTT Date: 2022.08.03 16:37:21 -05'00'	<b>Date:</b> 08-03-2022
<b>Supervisor's Signature:</b> SUZANNE ANDREWS	Digitally signed by SUZANNE ANDREWS Date: 2022.08.05 15:01:21 -05'00'	<b>Date:</b> 8/5/22
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.09.06 21:59:37 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## PRIVACY ACT STATEMENT

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



Hodges-Gott Andrea – Remote Work Text

I am an assistance law attorney for Region 6. In this position, I counsel programs, project officers, and grants specialists within the Region regarding their work awarding and managing cooperative agreements and grants made to states, tribes, and other award recipients. This work primarily consists of independent legal research and review, and communication of my findings to my Region 6 clients. While my work often includes coordination and discussion with the Office of General Counsel (OGC) and the Office of Grants and Debarment (OGD), it very rarely and only by conference call requires interactions with anyone outside of EPA. Working remotely would not cause any changes to my work and responsibilities, and it would not require any of my work or responsibilities to be reassigned. I am consistently a high performer.

**Ex. 6 Personal Privacy (PP)**

## **Ex. 6 Personal Privacy (PP)**

**Ex. 6 Personal Privacy (PP)**

I am a motivated self-starter that does not need oversight or prompting to accomplish my tasks in a timely manner. I communicate very effectively with my supervisor and work hard to keep her apprised of my tasks, especially if I foresee particularly sensitive or difficult situations arising. I have good lines of communication with all my Region 6 clients and with my counterparts in OGC and OGD. Because of these demonstrated skills and the nature of my responsibilities, my transition to complete telework during the pandemic was seamless and would continue with remote work. I have a dedicated office in my remote work location that is quiet with reliable internet and cell phone service, and I am readily available to my clients and to management.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Sonja Johnson	<b>Job Title &amp; Grade:</b> Contract Specialist
<b>AAship/Region and Division:</b> R6/A&A MSD	<b>Address of Official Agency Worksite:</b> 1445 Ross Ave, Dallas Texas 75202-2750
<b>Employee's Work Phone:</b> 214-665-7469	<b>Employee's Work E-mail Address:</b> Johnson.sonja@epa.gov
<b>First-line Supervisor:</b> Tongee Fleeming	<b>First-line Supervisor's Work Phone:</b> 214-665-3186
<b>Proposed Start Date:</b> May 1, 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> Ex. 6 Personal Privacy (PP)	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>N/A</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I plan to perform my duties from my RWL as follow:

1. Continue to communicate proactively
2. Continue to clarify priorities and expectations
3. Continue to plan and structure my day through the use of task list and time management tools
4. Continue to meet priority goals and expectations
5. Continue to attend and participate in team meetings as needed

**Approval/Disapproval (attach documentation):**

☐

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

Johnson, Sonja

Digitally signed by Johnson, Sonja  
Date: 2022.03.24 13:55:03 -05'00'

**Date:**

**Supervisor's Signature:**

TONGEE  
FLEMMING

Digitally signed by TONGEE  
FLEMMING  
Date: 2022.04.13 16:05:06 -05'00'

**Date:**

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.05.09 12:55:27 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> Belenthia Choyce-Epps	<b>Job Title &amp; Grade:</b> Grants Specialist, GS-13
<b>AAship/Region and Division:</b> Region 6, Mission Support Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, Texas 75270-2002
<b>Employee's Work Phone:</b> 214 665-8390	<b>Employee's Work E-mail Address:</b> epps.belenthia@epa.gov
<b>First-line Supervisor:</b> Tongee Flemming	<b>First-line Supervisor's Work Phone:</b> 214 665-3186
<b>Proposed Start Date:</b> Date R6 Employees Scheduled to Return to Office	<b>If Temporary, Proposed End Date:</b> N/A
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b> <div style="border: 1px dashed black; padding: 2px; text-align: center;">Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>1-13-2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Since the beginning of the COVID-19 pandemic (March 11, 2020) work duties have been performed effectively from my official agency work site. I will continue to perform my work duties effectively from my work location by maintaining Internet/telephone service, maintaining a safe work environment, accessing my laptop to complete assignments/meetings in a timely manner, etc. Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

**SUPERVISORY COMMENTS:** As a Senior Level Grants Specialist (GS), with 20+ years of federal service; and one who was previously a Team Lead and works independently, I recommend approval. She is responsible for Grants development, evaluation, and compliance, including research, pre-award Grant writing, coordination of applications with the Program project officers and adhering to grant and OGD guidance. She further ensures adherence to the grant

**Approval/Disapproval (attach documentation):**

☐

Approved

☐

Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> BELENTIA CHOYCE-EPPS	<small>Digitally signed by BELENTIA CHOYCE-EPPS DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=BELENTIA CHOYCE-EPPS, 0.9.2342.18200300.100.1.1=68001003655609 Date: 2022.02.22 10:45:03 -06'00'</small>	<b>Date:</b>
<b>Supervisor's Signature:</b> TONGEE FLEMMING	<small>Digitally signed by TONGEE FLEMMING Date: 2022.04.05 16:29:30 -05'00'</small>	<b>Date:</b>
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	<small>Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 12:51:56 -04'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.		

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.


**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

Choyce-Epps, Belenthia – Remote Work Text

Since the beginning of the COVID-19 pandemic (March 11, 2020) work duties have been performed effectively from my official agency work site. I will continue to perform my work duties effectively from my work location by maintaining Internet/telephone service, maintaining a safe work environment, accessing my laptop to complete assignments/meetings in a timely manner, etc. Approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals.

SUPERVISORY COMMENTS: As a Senior Level Grants Specialist (GS), with 20+ years of federal service; and one who was previously a Team Lead and works independently, I recommend approval. She is responsible for Grants development, evaluation, and compliance, including research, pre-award Grant writing, coordination of applications with the Program project officers and adhering to grant and OGD guidance. She further ensures adherence to the grant writing workflow processes and procedures; participates in strategy meetings with grantees, program, and budget to ensure compliance. These strategy meetings have been and continue to be held virtually. She works closely with other staff members to review applications of the grantees', review of the grantee's financial reports, and performs grant due-diligence procedures and identify potential concerns prior to award. She manages administration of the grants through NGGS and other workflow processes and ensures routing and signature of all grants processed through NGGS are signatory ready, as well as contractually funded via the grant strategies. She trains new employees virtually and is currently serving as "back up" for several junior Grants Specialists. These functions have been conducted virtually for the past 2 years with a 0% error rate without supervision.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Lisa Rickards	<b>Job Title &amp; Grade:</b> Life Scientist, GS-9
<b>AAship/Region and Division:</b> Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Dallas, TX
<b>Employee's Work Phone:</b> 214-665-7326	<b>Employee's Work E-mail Address:</b> rickards.lisa@epa.gov
<b>First-line Supervisor:</b> Karen McCormick	<b>First-line Supervisor's Work Phone:</b> 214-665-8365
<b>Proposed Start Date:</b> 03/22/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div>Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>01/19/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

<p><b>Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:</b></p> <p>I have been working remotely since the beginning of my employment in May 2020. I have been an effective employee</p> <p style="text-align: center;"><b>Ex. 6 Personal Privacy (PP)</b></p> <p>My current positions do not involve travel nor do they require me to use worksite supplies/resources. I will be able to continue performing my duties at this level which will not diminish the Agency's ability to accomplish its mission and meet its operational goals.</p>	
<p><b>Approval/Disapproval (attach documentation):</b></p> <p><input checked="" type="checkbox"/> <b>Approved</b></p> <p><input type="checkbox"/> <b>Disapproved (cite reason(s) below)</b></p>	
<p><b>Employee's Signature:</b></p> <p style="font-size: 1.5em; font-weight: bold;">Lisa Rickards</p>	<p>Digitally signed by Lisa Rickards Date: 2022.03.22 14:35:05 -05'00'</p> <p><b>Date:</b> 03/22/2022</p>
<p><b>Supervisor's Signature:</b></p> <p style="font-weight: bold;">KAREN MCCORMICK</p>	<p>Digitally signed by KAREN MCCORMICK DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=KAREN MCCORMICK, 0.9.2342.19200300.100.1.1=6800100365557 Date: 2022.03.22 14:41:54 -05'00'</p> <p><b>Date:</b></p>
<p><b>AA/RA (or designee) Signature:</b></p> <p style="font-weight: bold;">CECIL RODRIGUES</p>	<p>Digitally signed by CECIL RODRIGUES Date: 2022.04.11 16:48:53 -04'00'</p> <p><b>Date:</b></p>
<p><b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.</p>	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.



**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Lisa Ellen Kapsh	<b>Job Title &amp; Grade:</b> GS 13/05 Organization V0ADA000 Grant Mgmt. Specialist
<b>AAship/Region and Division:</b> Duty Station: 48-1730-113 U.S. EPA, Region 6, Mission Support Division	<b>Address of Official Agency Worksite:</b> 1201 Elm Street, Suite 500, Dallas, TX 75270-2102
<b>Employee's Work Phone:</b> 214-665-7335	<b>Employee's Work E-mail Address:</b> kapsh.lisa@epa.gov
<b>First-line Supervisor:</b> Tongee Flemming	<b>First-line Supervisor's Work Phone:</b> 214-665-3186
<b>Proposed Start Date:</b> 3/14/2022 Est. 45 Days or when we return to work	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> 214-665-7335	<b>Alternate Phone Number (if available):</b> <div>Ex. 6 Personal Privacy (PP)</div>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>  <div><div>Digitally signed by LISA KAPSH DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LISA KAPSH, 0.9.2342.19200300.100.1.1=68001003655642 Date: 2022.01.24 14:45:03 -06'00'</div></div>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station. <div><div>Digitally signed by LISA KAPSH DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LISA KAPSH, 0.9.2342.19200300.100.1.1=68001003655642 Date: 2022.01.24 14:47:16 -06'00'</div></div>	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>not available</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)  Telework Training Certificate dated 8/4/2019 attached to email with work schedule PP3 approved and telework format for PP3. Telework Safety Checklist also provided as attachment with this application via email to supervisor 1/24/2022.	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**




Employee is a senior level Grants Specialist and has and continues to work independently. She doesn't require oversight, and all work is portable. There is no requirement for the employee to have face-to-face interactions with others. Employee is a career employee with 20+ Federal Service years. I do not expect the employee's work situation will change and I recommend approval.

We have been working remote since 3/16/2020 with 100% portable administrative work and teams for meetings.

This approval will not diminish the Agency's ability to accomplish its mission and meet its operational goals. I have issues with walking and breathing and for me to take chances on returning to the work place would be more of an issue for me as an employee. Instead of a Reasonable Accommodation this was a perfect answer to my prayers. I am also able to accomplish more working remote as I don't leave my desk to go to meeting, or office activities. I am able to use Teams for meeting, FedTalent for Training and all our files are electronic due to COVID Pandemic Telework for the past 2 years.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b>  <small>Digitally signed by LISA KAPSH DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=LISA KAPSH, 0.9.2342.19200300.100.1.1=68001003655642 Date: 2022.01.24 14:51:11 -08'00'</small>	<b>Date:</b> 1/24/2022
<b>Supervisor's Signature:</b>  <small>Digitally signed by TONGEE FLEMMING DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=TONGEE FLEMMING, 0.9.2342.19200300.100.1.1=68001000089778 Date: 2022.03.11 08:46:32 -06'00'</small>	<b>Date:</b> 3/11/2022
<b>AA/RA (or designee) Signature:</b>  <small>Digitally signed by JAMES MCDONALD Date: 2022.10.26 08:53:12 -05'00'</small>	<b>Date:</b>
<b>Distribution:</b> The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.	

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

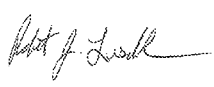
<b>Employee Name:</b> Sheila Broadnax	<b>Job Title &amp; Grade:</b> Environmental Specialist GS 13
<b>AAship/Region and Division:</b> Region 6 Land, Chemical and Redevelopment	<b>Address of Official Agency Worksite:</b> 1201 Elm St Dallas TX 75270
<b>Employee's Work Phone:</b> 214 665-6426	<b>Employee's Work E-mail Address:</b> Broadnax.Sheila@epa.gov
<b>First-line Supervisor:</b> Robert Luschek	<b>First-line Supervisor's Work Phone:</b> 214 665-7148
<b>Proposed Start Date:</b> 4-25-2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <b>Ex. 6 Personal Privacy (PP)</b>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <b>Ex. 6 Personal Privacy (PP)</b>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>3/3/2022 &amp; 4/12</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have had the experience working for EPA for over 30 years and have always met the Agency's goals and deadlines. In my current position, all of my work is portable, which allows me to complete any assignments at a moment's notice and will not unduly shift responsibilities to other staff. Working from a remote work location will not adversely impact other offices or programs because all communication with any office or other programs is done routinely through email. And there will be no foreseen disruption to customer service, as the customer service I provide to the Agency customers and Stakeholders is very professional and timely. While working on situational telework over the last two years, accomplishing my daily task has been seamless as in prior years. I successfully awarded over \$8million in Federal Grants funds for the FIFRA Program and met all commitments on time. I was able to train/coach new Project Officers on Managing FIFRA grants and Cooperative Agreements. I successfully communicated with staff, State/Tribal partners via TEAMS, email, and phone. I ensured that projects were awarded promptly because of my coordinating and time management skills.

**Approval/Disapproval (attach documentation):**

- ☒ Approved  
☐ Disapproved (cite reason(s) below)

<b>Employee's Signature:</b> SHEILA BROADNAX	Digitally signed by SHEILA BROADNAX DN: c=US, o=U.S. Government, ou=Environmental Protection Agency, cn=SHEILA BROADNAX, 0.9.2342.19200300.100.1.1=68001003655454 Date: 2022.04.08 16:05:40 -05'00'	<b>Date:</b>
<b>Supervisor's Signature:</b> 	Digitally signed by Luschek, Robert Date: 2022.04.15 08:26:19 -05'00'	<b>Date:</b> 4/15/2022
<b>AA/RA (or designee) Signature:</b> HELENA WOODEN-AGUILAR	Digitally signed by HELENA WOODEN-AGUILAR Date: 2022.05.09 13:22:03 -04'00'	<b>Date:</b>

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

**Appendix D - EPA-AFGE Remote Work Application/Agreement**

<b>Employee Name:</b> Nichole Young	<b>Job Title &amp; Grade:</b> Life Scientist, GS13
<b>AAship/Region and Division:</b> EPA Region 6 Water Division	<b>Address of Official Agency Worksite:</b> 1201 Elm St. Suite 500, Dallas, Tx 75270
<b>Employee's Work Phone:</b> 2146656447	<b>Employee's Work E-mail Address:</b> young.nichole@epa.gov
<b>First-line Supervisor:</b> Brent Larsen	<b>First-line Supervisor's Work Phone:</b> 2146657523
<b>Proposed Start Date:</b> 9/6/2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div>Ex. 6 Personal Privacy (PP)</div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div>Ex. 6 Personal Privacy (PP)</div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>7/25/2019</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

I have been able to successfully complete my duties from home for the past two years, during the height of covid. I have a work office set up that has similar equipment to what is used in the office. This allows me to work very efficiently and without the distractions of the office. Approval of my request will not diminish the Agency's ability to accomplish its mission as I have demonstrated that I have been able to successfully meet goals from home. Remote work will continue to foster the increased productivity I have experienced since the start of the pandemic.

**Approval/Disapproval (attach documentation):**

☒

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

NICHOLE YOUNG

Digitally signed by NICHOLE YOUNG  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=NICHOLE YOUNG,  
0.9.2342.19200300.100.1.1=68001003655869  
Date: 2022.09.06 09:30:16 -05'00'

**Date:**

9/6/2022

**Supervisor's Signature:**

BRENT LARSEN

Digitally signed by BRENT  
LARSEN  
Date: 2022.09.26 05:10:03 -05'00'

**Date:**

9/26/2022

**AA/RA (or designee) Signature:**

HELENA WOODEN-  
AGUILAR

Digitally signed by HELENA  
WOODEN-AGUILAR  
Date: 2022.10.03 13:03:30 -04'00'

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.

## Appendix D - EPA-AFGE Remote Work Application/Agreement

<b>Employee Name:</b> MARIA-GORETTI E. OKPALA	<b>Job Title &amp; Grade:</b> ENVIRONMENTAL ENGINEER, GS 13
<b>AAship/Region and Division:</b> WATER DIVISION, EPA REGION 6	<b>Address of Official Agency Worksite:</b> 1201 ELM STREET, SUITE 500, DALLAS TX 75270
<b>Employee's Work Phone:</b> 214665-3152	<b>Employee's Work E-mail Address:</b> okpala.maria@epa.gov
<b>First-line Supervisor:</b> BRENT LARSEN	<b>First-line Supervisor's Work Phone:</b> (214) 665- 7523
<b>Proposed Start Date:</b> APRIL 2022	<b>If Temporary, Proposed End Date:</b>
<b>Address of Remote Work Location (Including city, state and zip code):</b> <div style="border: 1px dashed black; padding: 5px; display: inline-block; margin-top: 5px;"> <b>Ex. 6 Personal Privacy (PP)</b> </div>	
<b>Within same Locality Pay Area of Official Agency Worksite:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [Changes to an LPA may take significant time to process. Pending Agency processing, interim arrangements may be used.]	
<b>Phone Number:</b> <div style="border: 1px dashed black; padding: 2px; margin-top: 5px;">         Ex. 6 Personal Privacy (PP)       </div>	<b>Alternate Phone Number (if available):</b>
<b>Request:</b> Check one: <input checked="" type="checkbox"/> New Request <input type="checkbox"/> Request for Modification to Existing Agreement  Check if for temporary period: <input type="checkbox"/> Temporary	
<b>Section 2. Employee's Approved Schedule:</b> Approved Schedule Attached. Future schedule changes will be approved through the Agency Time and Reporting System.	
<b>Section 3. Safety Certification</b>  <b>Safety Certification:</b> The "Employee Self-Certification Safety Checklist" identifies significant safety standards that must be met to seek approval for Remote Work. The employee will notify the supervisor if anything changes at the location and submit a new "Employee Self-Certification Safety Checklist," if applicable.	
<b>Section 4. Employee Certification and Signature</b>	
<b>Employee Certification:</b> I certify that I have read and understand the EPA-AFGE Remote Work Article and this Remote Work Agreement. I agree to comply with the terms of the Article and will work in accordance with this Remote Work Agreement. I will adhere to all applicable guidelines, policies for timekeeping and leave, and responsibilities for government equipment and records. I have the equipment necessary to accomplish my work at my official duty station.	
<input checked="" type="checkbox"/> Remote Work Training taken on <u>02/28/2022</u> date (if available) and evidence attached. (Telework Training acceptable until Remote Training developed.)	

**Explain how you can perform all of your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its operational goals:**

Please see attached document explaining the above subject matter

**Approval/Disapproval (attach documentation):**

☐

Approved

☐

Disapproved (cite reason(s) below)

**Employee's Signature:**

Okpala, Maria

Digitally signed by Okpala, Maria  
Date: 2022.03.17 13:06:56  
-05'00'

**Date:**

3/17/2022

**Supervisor's Signature:**

BRENT LARSEN

Digitally signed by BRENT LARSEN  
DN: c=US, o=U.S. Government, ou=Environmental  
Protection Agency, cn=BRENT LARSEN,  
0.9.2342.19200300.100.1.1=68001003652681  
Date: 2022.03.29 10:48:32 -05'00'

**Date:**

3/29/2022

**AA/RA (or designee) Signature:**

**Date:**

**Distribution:** The supervisor and the employee should keep a copy of this form for their own records. A copy shall also be forwarded to the program/regional office remote work coordinator.

## **PRIVACY ACT STATEMENT**

**Authority:** The Telework Enhancement Act of 2010 (December 9, 2010); Public Law 111-292.

**Purpose:** The information collected may be used to contact EPA personnel for the purposes of conducting business.

**Routine Use:** This information may be disclosed to a Federal, State, local agency, or other public authorities where necessary or pursuant to the Routine Uses outlined in the Privacy Act System of Records: Remote Work Application/Agreement Records.

**Disclosure:** The information you are providing is voluntary. However, failure to provide this information will prevent the EPA from approving or further processing your remote work application/agreement.



*Justification of how you can Perform all your duties as effectively from the RWL as from the Official Agency worksite, and how approval of this request will not diminish the Agency's ability to accomplish its mission and meet its Operational goals.*

I have a functional workspace to tackle my daily assigned duties on the job. My workstation has high speed internet connection that can access the Agency's network system. I also have a printer and a phone where I can be reached during my work hours.

My work schedule allows me to attend team meetings, virtual training, communicate with headquarters, Region 6 States, and the regulated communities. I have devoted more time to stay organized and commit to communicating and connecting with my team members, Region 6 States, and the regulated communities. I am well aware of the benefits of teamwork and collaboration and I am always available at my worksite to work on my daily tasks, answer phone calls, and respond to any need that requires immediate attention.

The approval of request will not diminish the Agency's ability to accomplish its mission and meet its operational goals for the following reasons:

1. For the past couple of years, I have maintained and, in some instances, surpassed my productivity for the agency because of working remotely.
2. I have increased my motivation to work harder for the agency.
3. I have always been available whenever needed during office hours while working remotely.
4. Not commuting greatly reduces cost of working in the office, stress is curtailed, thereby increasing productivity for the agency.
5. I have been able to keep in touch with team members electronically (via zoom, Teams, teleconference).
6. I am more focused and undistracted as compared to an office setting.
7. I have increased Key Performance Indicator (KPI), meeting all deadlines given for work.
8. Working remotely has been an added value in improving my performance and engagement that supports productivity and efficiency.

Some of the benefits to the Agency in working remotely include the following:

1. Reduction in environmental impact, such as:
  - a. Lower carbon footprint,
  - b. Savings on electricity,
  - c. Savings on printing materials and supplies,
  - d. Reduction in greenhouse gas emission by preventing smog and air pollution by not driving to work.
2. Health benefits, including:
  - a. Reduced contact with other staff members which in turn has helped with curbing the spread of covid-19 and
  - b. Increased personal well-being leading to increased productivity for the agency and job satisfaction.